National Fire Incident Reporting System (NFIRS 5.0)

NFIRS Data Entry/Validation Tool Users Guide

NFIRS 5.0 Software Version 5.4

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(FEMA)

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TABLE OF CONTENTS

1. Introduction to the Data Entry Tool Manual

The Data Entry Tool Manual provides the NFIRS user community with a comprehensive guide for efficient use of the NFIRS Data Entry/Validation Tool and is intended as a reference for new users as well as users updating from previous NFIRS Versions 5.3.4 or earlier. For the **Rapid Start-up Guide,** which outlines key steps needed to get the user using the National Fire Incident Reporting System as quickly as possible, refer to Section 8 of this manual. For information regarding how to fill out the new NFIRS 5.0 forms, consult the NFIRS 5.0 Complete Reference Manual found on the **NFIRS Web Site,** http://www.nfirs.fema.gov/.

The Data Entry/Validation Tool is a Graphical User Interface (GUI) between the user and a database. It supports all NFIRS modules for entering, validating, querying, modifying and deleting incidents specified by the NFIRS 5.0 standard. The documentation provides details about the interface to facilitate navigating and editing the software's modules. A brief Appendix offers a list of keyboard shortcuts to aid users in data entry, and a list of attribute codes and the fields to which they refer.

The latest version of NFIRS 5.0, software Version 5.4, is a fully operational Client Suite of incident reporting software made available for state level agencies and their registered NFIRS 5.0 users. The Data Entry/Validation Tool is designed for data entry in either On-Line mode or Off-Line mode. New users may download, install, and begin using software Version 5.4 with or without a previous NFIRS 5.0 Version of software on their PC. The initial release version is 5.4.0, made available on January 2, 2006.

Users of previous USFA software versions must upgrade to version 5.4 before logging into the On-line system because of JDK version changes made in Version 5.3.

The installation routine for Version 5.4 on PCs with Windows NT, Windows 2000 Professional or XP requires that the user with the System Administrator login for the operating system perform the installation.

NFIRS 5.0 software Version 5.4 provides local database options of Microsoft Access 97, Access 2000, Access 2002; FoxPro 6.0, MS SQL 7.0 or MS SQL Server 2000 to support the amount of incident data the state or department must collect and store. The PC must have the desired database program installed prior to installation of the NFIRS 5.0 software. It is recommended the user review the maintenance requirements before selecting a database program other than Access 97, 2000, or 2002 to ensure successful setup and to ensure that support for necessary database maintenance is available.

To generate, retrieve and print Forms Based Incident Reports, Adobe Acrobat Reader Version 3.02 or better must be installed on the user's PC. To download a cost free version of Adobe Acrobat Reader, go to:
http://www.adobe.com/products/acrobat/readstep.html

With the implementation of Version 5.4, the On-line Reporting Tool which was accessible from within the On-Line Data Entry Tool, is defunct. Users who wish to generate summary and statistical reports on NFIRS 5.0 data saved in the National Database are encouraged to use the web-based Summary Output Reports Tool, made available on the NFIRS 5.0 web site: http://www.nfirs.fema.gov Contact the NFIRS State Program Manager for more information. The System Admin Tool Users' Guide has information on necessary user account permissions for access to the web-based reports. Also with Version 5.4, the Program Admin Tool has been removed from the USFA NFIRS 5.0 client suite.

The NFIRS 5.0 Version 5.4.0 communication protocol is the same as the previous version 5.3, which uses HTTPS over port 443, an industry standard protocol. This change requires users to upgrade to Version 5.4 after its release, before logging into the National Database. Users behind a firewall or using a proxy server to access the Internet will need the numeric IP and address and its port, as in previous versions, entered in the Configuration Tool's Advanced Tab. The Configuration Tool User's Guide has complete information.

The default access mode in Version 5.4 is On-Line access.

Installation and start-up instructions are provided in Sections 2, 3, and 4 and address specific requirements and procedures for each type of database user as well as users who will be working in the On-line mode only.

It is imperative all users download and install NFIRS 5.0 updates when made available. Clients will be notified through email if an update has been posted, and notifications are posted on the NFIRS 5.0 web site News Page:
http://www.nfirs.fema.gov/system/news.shtm

Previous NFIRS 5.0 Versions' Information and Enhancements

Previous Versions 2.02, 2.03, 3.00, 4.0 and 5.0:

When the previous software version NFIRS 5.0 Version 4.0 was released, versions 2.02 and 2.03 became defunct. Version 2.02 and 2.03 users who have data saved to an Off-Line database should contact their fema-nfirshelp@dhs.gov for specific support. Version 3.00 users who have data saved to their local database can import the data to the National Database but it will be validated against the most current rules. Contact the NFIRS Support center for more information:
http://www.usfa.fema.gov/nfirs/support/

The ability to import 4.1 files was enabled with the release of NFIRS 5.0 Version 4.0, and was made a default setting with software Version 5.3.

The NFIRS 5.0 previous Version 5.0 software provided expanded database options for Off-Line use, expanded options when exporting incidents, the capability to perform User Injection at the State level, and the addition of US Postal Street Type abbreviations for selection in the Street Type field. A complete list of enhancements is available in the readme.txt of the latest version of the USFA Client Software, Version 5.4.

Previous Version 5.2.1:

NFIRS 5.0 Version 5.2.1 enabled State Program Managers and System Administrators to implement Special Studies and Plus One codes by accessing the Codes and Special Studies interfaces through the System Admin Tool. The System Admin Tool User's Guide, available for download after login to the NFIRS User login, has instructions for creating Plus One codes and Special Studies. These functions have not changed in the latest Version 5.3.

An additional permission level, the State Admin, limited the assignment of the Bulk Import Utility permission to State Program Managers. Upon release of Version 5.2.1, this permission was added to State Program Manager 's NFIRS accounts. State Program Managers may contact support if they wish to have the State Admin permission assigned to another user in their state.

The FEMA standard for password format was enforced with previous Version 5.2.1. User passwords must be 8 - 15 alpha-numeric characters. Users can enter their existing user account passwords to access the USFA client software and the NFIRS web pages. When the 89 day required password change occurs, they will be required to enter a password that meets the FEMA standard, or when a user performs a manual password change within the Data Entry Tool, the new password will have to meet the requirements.

User accounts that had a login for 60 days will be automatically deactivated by the system. Users who have been inactive for 60 days or longer must contact their State NFIRS Program Manager or System Administrator to request their account be re-activated.

Previous Version 5.2.3:

In accordance with the NFIRS 5.0 specification cycle, there were no codes, rules, or edit changes made in Version 5.2.3. Enhancements made to the USFA software Version 5.2.3 included support for Access 2002 (Access XP), and MS SQL Server 2000; the preliminary implementation of "Once Valid / Always Valid" handling of incidents such that an overwrite of an incident under the latest version's rules via the Import mechanism will not result in the incident becoming invalid. Version 5.2.3 also included the Apparatus/Personnel Module being automatically populated with the Basic Module's G1 Resources when the Local Forms Used is True (box is checked). For Off-line Users, a local Data Cleansing Tool was added to the Off-line Client software tools per request of users who wish to run specific scripts on the local database that address previously identified data issues. The use of the Data Cleansing Tool is optional.

Previous Version 5.3

CORBA and its components, which handled the communication protocol in previous versions, were removed. This change provided a robust yet industry standard protocol using HTTPS over port 443, and required users to upgrade to Version 5.3 after its release in order to log into the National Database. The NFIRS Version Control Service was activated in the Version 5.3.1 client software, enabling a version check to be performed upon login to the NFIRS 5.0 On-line system and allowing the use of the Automatic Update feature. Version 5.3.2 implemented the Apparatus/Personnel module in the client software-generated Forms Based Incident report (FBIR) and revised the FBIR generation to result in a single file. a Version 5.3.3 coincided with the January 2005 Specification Cycle release, and it included more detailed fire module requirements.

The NFIRS 5.0 Specification Corrections and Changes log lists the edits and rules changes for all specification cycles, and is posted at:
http://www.nfirs.fema.gov/documentation/design/

2. Download and Installation of the NFIRS 5.0 Client Suite Software

Prior to running the NFIRS Client Suite software, the user must either download the software from an FTP site on the **NFIRS 5.0 Web Site.** An Internet connection is required to access the web page and download the file. A link to the Download Software web page is available to registered users after successful login at the NFIRS User Homepage. The Tutorial at http://www.nfirs.fema.gov/users/tutorial.shtm provides complete illustrations and information on the installation routine.

To ensure proper installation, it is recommended that before beginning installation the user note whether the PC has Access 97, 2000, or 2002.

Reminder: When installing the application on a PC with Windows NT platform, the user with the NT System Administrator permissions must perform the installation. When installing the application on a PC with the Microsoft 2000 Office Professional suite or Windows XP, the user with System Administrator permissions must perform the installation.

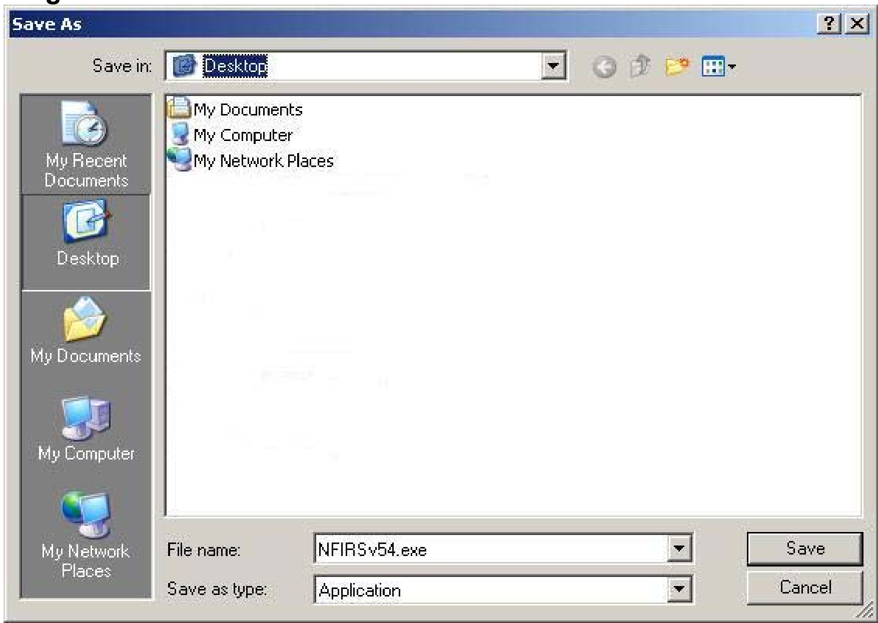
To generate, retrieve and print Forms Based Incident Reports, Adobe Acrobat Reader Version 3.02 or better must be installed on the user's PC. To download a cost free version of Adobe Acrobat Reader, go to:
http://www.adobe.com/products/acrobat/readstep/html

2.1 New Users

New users must download the software from the NFIRS 5.0 Download Software Web page or obtain a CD from their State Program Manager, if a CD is available.
To access the Download Software page, go to http://www.nfirs.fema.gov and click on the link for User Login. At the User Login page, enter Username, State and Password and click on the Login button. After successful login, the link for Download Software will appear in the sidebar.

When the user clicks on the FTP link on the Download Software page (e.g., NFIRS 5.0 Client Version 5.4 (Virginia)), a Download File window will be displayed. Specify to save the file to the PC. When the user clicks the Save button, a Save As dialog box (diagram 2.1.0) will appear prompting the user for a directory to download to. A good choice is the C:\ temp directory or Desktop, but any directory is acceptable. **Note:** Write down where the file will be downloaded to – this information will be needed shortly. When the user clicks the Save button, the file will begin to download.

Diagram 2.1.0



When the download is complete, a dialog box will appear which states Download Complete. When the user clicks the OK button or Close button, the box will disappear, Close the browser. New users with no previous versions on the PC will locate the executable file and double click on it to begin the installation.

If the user chooses to download the executable using the four parts provided on the NFIRS Download Software page, first create a folder on the hard drive, for example: C:/NFIRSinstall, in which to save the four files. Each of the four files must be saved to folder, with no other contents. To install using the four parts, locate and double click on the file named: NFIRSV54Imaged.exe. When prompted to enter the folder name of the files, enter the complete path (case and spacing must be exact), then click Unzip. The installation process will begin.

2.2 Off-Line Users with Previous Versions of NFIRS 5.0 on the PC

NFIRS 5.0 Version 5.3.x or earlier

Installation of Software Version 5.4 requires a download of the NFIRSv54 executable (NFIRSv540.exe). Following the implementation of Version 5.4 in the On-line system, users who attempt to login to the On-line system using Version 5.3.x or earlier on their PC will not be successful. This error or a similar error will be displayed:

> Request failed (gov.fema.nfirs.service.NFIRSVersionControlServiceDB). Reason: Your application (version 5.3.4) is out of date. Please download and install the latest version (5.4.0)

Users must obtain the most current version 5.4 by downloading and installing the USFA Client software, or obtaining a CD from their state, if the state makes a CD available.

Note: after the successful installation of Version 5.4, if this error occurs: "Could not find On-Line database, System may be down," The user should verify Internet access or configuration information.

It is recommended users create a back up copy of their previous version's database file before proceeding with installation. If reports are saved to the previous version's Reports folder, they must be moved to another location on the hard drive or they will be removed when the removal of the previous version is performed. If the Off-line Data Cleansing Tool has been used to run scripts for the Off-line database and the user wishes to retain the history of when the scripts were applied, the Version 5.3.x or 5.2.3 AllDatabasePatches.obj file must be saved and moved into the Version 5.4 folder after successful installation.

Users will move the Version 5.3.x Access database into the NFIRSv54 Database folder and rename it: NfirsdataV54.mdb. Perform Remote Synchronization before working in the Off-Line mode.

2.3 New On-Line Users

New users must download the software from the NFIRS 5.0 Download Software Web page or obtain a CD from their State Program Manager, if a CD is available. Access 97, Access 2000, Access 2002, FoxPro 6.0, MS SQL 7.0 or MS SQL 2000 is not required on the user's PC to work in the On-Line mode only.

To access the Download Software page, go to http://www.nfirs.fema.gov and in the User Section, click on the sidebar link for User Login. At the User Login page, enter Username, State and Password and click on the Login button. After successful login, the link for Download Software will appear in the sidebar.

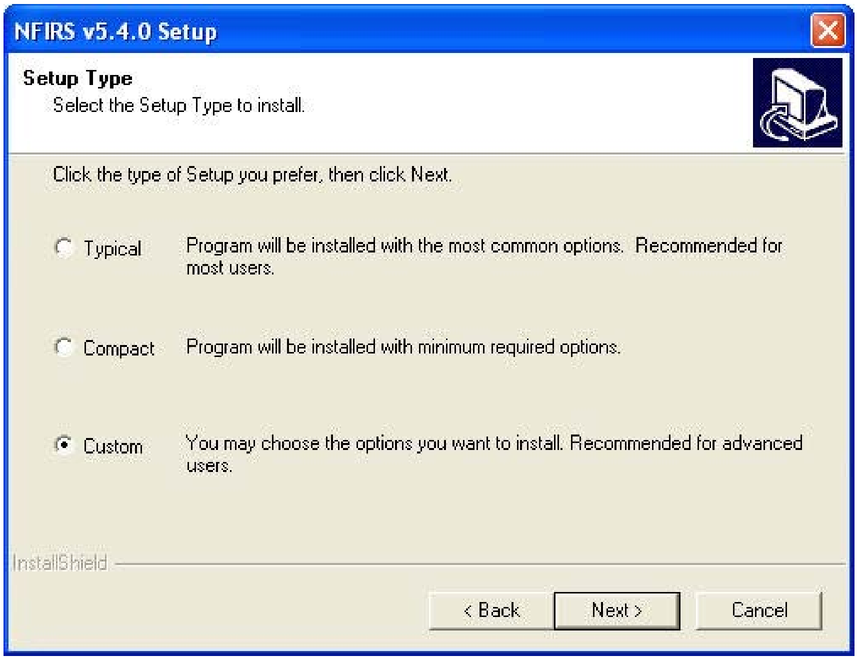
On the Download Software page, click on the FTP link for **NFIRS 5.0 Client Version 5.4** and in the Download File pop up box that is displayed, specify a location to **Save** the file (for example: C:\Windows\Desktop) and click OK. When the download is complete, close the Download File pop up window, and close the browser. Locate the executable file NFIRSv540.exe and double click on it to begin installation.

If the user chooses to download the executable using the four parts provided on the NFIRS Download Software page, first create a folder on the hard drive, for example: C:/NFIRSinstall, in which to save the four files. Each of the four files must be saved to folder, with no other contents. To install using the four parts, locate and double click on the file named: NFIRSV54Imaged.exe. When prompted to enter the folder name of the files, enter the complete path (case and spacing must be exact), then click Unzip. The install will proceed.

Off-Line users can accept all the defaults through the setup process. **Note:** the default mode is On-Line Access. Following installation before opening the Data Entry Tool, the Off-Line user must change the configuration setting to Off-Line Access in the Configuration Tool's Advanced Tab. For complete information or to solve configuration issues, see the Configuration Tool User's Guide found at the NFIRS Web Site, http://www.nfirs.fema.gov/

On-Line only users should specify Custom Setup during installation (diagram 2.3.0). When Custom is selected and the Next button is clicked, in the next screen that appears uncheck Local Database. Click Next.

Diagram 2.3.0 - Setup Type for On-line Only Users



It is recommended that users remove the previous NFIRS 5.0 Versions 5.3.x program after successful installation of NFIRS 5.0 Software Version 5.4.

The following tables provide an outline of the steps required for downloading and installing the NFIRS Client Suite. The first table outlines download with the single executable. The second table outlines downloading and installing using the four parts.

Download/Installation Table for NFIRS 5.0 Version 5.4:

Step	Action	Response
1	Log onto the Internet and go to http://www.nfirs.fema.gov	User is now at the NFIRS Web site.
2	Click on User Section. Click on sidebar link: User Login and type Username, State and Password.	User is now at Users' Section Homepage. User is required to login.
3	Click on Download Software.	User is now at NFIRS Download page.
4	Click on an FTP link for NFIRS 5.0 Version 5.4.0	The Download File box opens.
5	Click Save.	The Save as… box opens.
5	Choose a location (suggestion: C:\Desktop) to download the file to and click OK.	The file begins to download. The download time will depend upon the connection speed.
6	When the download is complete, close all Windows applications that are open.	This is to ensure that all files are copied correctly during the installation.
7	Open Windows Explorer and locate NFIRSv540.exe and double click on it.	The NFIRS Client Suite Installation starts.
8	Read and accept the NFIRS License Agreement.	This is required for the Installation.
9	Read and accept the JRE license Agreement.	This is required for the Installation.
10	Choose the destination (the default is C:\Program Files \NFIRSv54).	The default destination is recommended.
11	Choose Type of Installation.	For Off-Line use, select Typical Installation. For On-Line only use, select Custom Installation and uncheck Off-Line Database.
12	Click the Next button.	A new Program Group is created.
13	The NFIRS Client Suite is installed.	No additional action is required.
14	Click on Finish to complete the installation.	Installation is complete.
15	Verify the PC has Adobe Acrobat Reader Version 3.02 or better.	If the Adobe Acrobat Reader is not located, go to: http://www.adobe.com/products/acrobat/readstep.html to obtain a cost free download.

Download and installation Table: Using the Four Part Executables:

Step	Action	Response
1	Create a new folder on the hard drive, example, C:\NFIRSinstall	A new folder is created.
2	Log onto the Internet and go to http://www.nfirs.fema.gov	User is now at the NFIRS Web site.
3	Click on User Section. Click on the sidebar link: User Login and type Username, State and Password.	User is now at Users' Homepage. User is required to login.

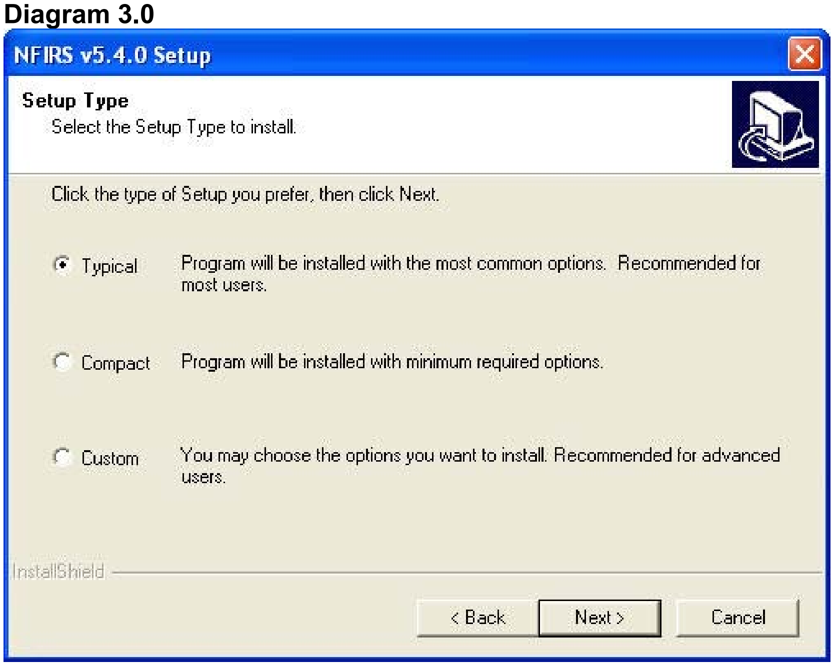
4	Click on Download Software.	User is now at NFIRS Download page.
5	Click on the FTP link for NFIRS 5.0 Version 5.4 PART 1 of 4	The Download File dialog box opens.
6	Choose the folder created for the executable files (C:\NFIRSinstall) to download the file to and click OK.	The file begins to download. The download time will depend upon the connection speed.
7	When the Part 1 file has completed download, close the Download File box and right click on the FTP link for the PART 2 executable file.	The Download File dialog box opens.
8	Specify the folder created for the executable files (C:\NFIRSinstall) as the Save in location, and click OK.	The Part 2 file begins to download. The download time will depend upon the connection speed.
9	Repeat the download steps for Parts 3 and 4, saving the file to the same folder.	The four parts (NFIRSV54Imaged.exe, data3.cab, data4.cab, data5.cab) will be downloaded and saved to the same folder. Add no other files.
10	When the downloads are complete, close all Windows applications that are open.	This is to ensure that all files are copied correctly during the installation.
11	Open Windows Explorer and locate NFIRSv54Imaged.exe and double click on it.	The WinZip self Extractor message will be displayed.
12	In the WinZip message window, click OK.	The message will be dismissed.
13	In the next WinZip message window, where the text is highlighted and states: Enter folder name here and press "Unzip," enter the complete path to the folder, example: C:\NFIRSInstall	The complete path must be specified exactly for the extraction process to be successful.
14	Click Unzip	The file extraction occurs and the installation process will begin.
15	Read and accept the NFIRS License Agreement.	This is required for the Installation.
16	Read and accept the JRE license Agreement.	This is required for the Installation.
17	Choose the destination (the default is C:\Program Files \NFIRSv54).	The default destination is recommended.
18	Choose Type of Installation.	For Off-Line use, select Typical Installation. For On-Line only use, select Custom Installation and uncheck Off-Line Database.
19	Click the Next button.	A new Program Group is created.
20	The NFIRS Client Suite is installed.	No additional action is required.
21	Click on Finish to complete the installation.	Installation is complete.
22	Verify the PC has Adobe Acrobat Reader Version 3.02 or better.	If the Adobe Acrobat Reader is not located, go to: http://www.adobe.com/products/acrobat/readstep.html to obtain a cost free download.

3. Database Setup for Off-Line Use

To run the NFIRS 5.0 Client software in the Off-Line mode, one of the following database programs must be installed on the user's PC prior to installation of the USFA NFIRS 5.0 Software: Access 97, Access 2000, Access 2002, FoxPro 6.0, MS SQL Server 7.0, or MS SQL Server 2000. An Internet connection will be required to download the software and for new Off-Line users to perform initial User Injection and to obtain periodic updates. The same configuration issues must be addressed in Version 5.4 as in previous versions 5.3.x or 5.2.3; specifically, if the user is behind a firewall, the proxy server address must be specified in the Configuration Tool prior to the User Injection procedure.

To install the program, close all programs and locate the NFIRS 5.0 Software Version 5.4 executable file (NFIRSv540.exe) that was downloaded from the Internet. Double click on the file, or highlight the file and click Open. The WinZip Self-Extractor (NFIRSv540.exe) message window will appear. Click the Setup and the installation will begin. Read and accept the Licensing Agreements. It is recommended that users accept the default Destination Location, C:\Program Files\ NFIRSv54\. Users who have Access on the PC and wish to work in the Off-Line mode must select Typical in the Setup Type window (diagram 3.0). It is recommended users accept the default Program Folder. After installation is complete, the user has the option to view the readme.txt file. Click Finish after viewing the file, or when the installation is complete. The blue, NFIRSv54 Setup screen may take a moment to disappear before the user is returned to the Desktop.

Diagram 3.0



If prompted to restart the PC, click OK or Finish to restart the PC. After the PC has restarted, the user may then proceed to selecting the mode (On-Line or Off-Line access), database setup, if necessary, followed by initial User Injection.

The NFIRS 5.0 Software version 5.4 is shipped with an Access 97 database. New Off-Line Users who wish to use either Access 2000, Access 2002, FoxPro 6.0, MS SQL

Server 7.0, or MS SQL Server 2000 must first convert the database file shipped with the installation, and then specify the Database Type (in the Configuration Tool's Advanced Tab). To complete Off-line local database configuration, initial User Injection must be performed prior to starting the Data Entry /Validation Tool. The sections below address database setup and user injection for each type of user. Users who will be working On-Line mode only can refer to Section 4.1.

3.1 Access 97 Users:

New Users:

The default Database Type during installation of NFIRS 5.0 software Version 5.4 is Access 97. After successful installation of the Version 5.4 software, new users will change the default access mode from On-Line to Off-Line, and those users who have Access 97 on the PC will then proceed to initial User Injection (steps 1- 7 below).

After successful installation, Off-Line users must change the mode to Off-line Access: go to Start…Programs…NFIRSv54…Configuration Tool and click on the Advanced Tab. Check the Off-Line Access box

1. After successful installation, go to Start…Programs…NFIRSv54…Configuration Tool and click on the Advanced Tab.
2. Check the Off-Line Access box. Click Save and exit the Configuration Tool.
3. From the Start menu, go to Programs…NFIRSv54…Data Entry Tool.
4. When the Off-Line login screen appears, click OK leaving the Username, State, and Password fields blank.
5. The message will appear: "Would you like to inject a user from the On-Line database?" Click YES.
6. At this point, the application will load all the information from the Off-Line database. When this is complete, the user may be prompted to make a connection to the Internet if a connection is not detected. Step 5 requires a connection to the Internet.
7. Log into the On-Line database using the Username, state and Password registered via the NFIRS Web Page.
8. After login, the user will be prompted to select a password for the Off-Line database. The user can enter the same password for Off-Line login as On-Line login.
9. When the User Injection/Remote Synch process is complete, a pop up window will display: "Your Internet connection is no longer required." The user will be in the Data Entry Tool in the Off-Line mode.

Reminder: Adobe Acrobat Reader Version 3.02 or better is required to generate Forms Based Incidents Reports.

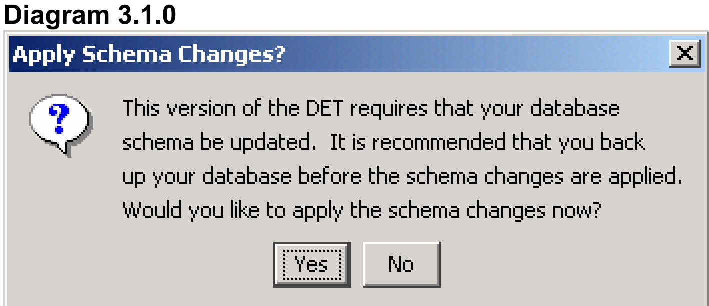
Users of the previous version NFIRS 5.0 Version 5.3 client software who have data saved to an Access 97 database: The previous Version NFIRS database must be copied or moved into the new NFIRSv54 Database folder and renamed. Version 5.2.3 can follow the same steps as Version 5.3.x users, substituting the Version database location (NFIRSv523, for example) and file name (NfirsdataV523.mdb, for example) as applicable.

1. Make a back up copy of the NfirsdataV53.mdb database (NOT NfirsdataV53.ldb) and save it to your hard drive (default location: C:/Program Files/NFIRSv53/Database/)
2. Install Version 5.4.
3. Locate and right click on the NfirsdataV53.mdb database (NOT NfirsdataV53.ldb) and select Copy.
4. Locate and open the new version NFIRSv54 Database folder (default location: C:/Program Files/NFIRSv54/Database/).
5. In the NFIRSv54 Database folder, right click and select Paste. The Version 5.3 database will be saved to the version 5.4 Database folder.
6. Rename the empty V54 database (NfirsdataV54.mdb) that was installed with Version 5.4 program. Suggested name: origNfirsdataV54.mdb Note: multiple copies of the empty database can be saved and used; for example, to store data separately by year.
7. Rename the NfirsdataV53.mdb to: NfirsdataV54.mdb. It must be exact. **Note:** if file extensions do not show on the PC, do not add the .mdb to the file name.

Perform User Injection and Remote Synchronization to update the Off-Line NFIRS Version 5.4 database with the most current rules and codes, and Version 5.3 database schema.

8. Go to Start…Programs…NFIRSv54…Configuration Tool and click on the Advanced Tab.
9. Check the Off-Line Access box. Click Save and exit the Configuration Tool.
10. From the Start menu, go to Programs…NFIRSv54…Data Entry Tool.
11. Click Yes to the prompt: Apply Schema Changes? (Diagram 3.1.0)

Diagram 3.1.0



12. When the Off-Line login screen appears, click OK leaving the Username, State, and Password fields blank.
13. The message will appear: "Would you like to inject a user from the On-Line database?" Click YES.
14. At this point, the application will load all the information from the Off-Line database. When this is complete, the user may be prompted to make a connection to the Internet if a connection is not detected. Step 12 requires a connection to the Internet.
15. Log into the On-Line database using the Username, state and Password registered via the NFIRS Web Page.
16. After login, the user will be prompted to select a password for the Off-Line database. The user can enter the same password for Off-Line login as On-Line login.

17. When the User Injection/Remote Synch process is complete, a pop up window will display: "Your Internet connection is no longer required." The user will be in the Data Entry Tool in the Off-Line mode.

If a copy of the empty database is created to separate data storage, the database in use must be named NfirsdataV54.mdb. User Injection must be performed to the empty database before use.

3.2 Access 2000 and 2002 Users

Users selecting Access 2000 or Access 2002 as a database must follow these instructions to set up their Off-Line database. XP users: please note Access allows conversion to 2000 or 2002 Access database formats.

Prior to initial User Injection, the database must be converted and renamed, and the Database Type (Access 2000) must be specified in the Configuration Tool.

Renaming the Database:

1. After successful installation, in Windows Explorer or My Computer locate the NFIRSv54 root directory and open the Database folder (default location: C:/Program Files/NFIRSv54/Database/).
2. Double click on the Nfirsdatav54.mdb file to open it.
3. In the Access program message window that appears, select the Convert Database option. (Or, in the Access program, go to the Tools menu…Database Utilities…Convert database… and select the NfirsdataV54.mdb in the NFIRSv54/Database folder)
4. In the "Convert Database Into" save in field, specify the NFIRSv54 Database folder.
5. Accept the default name for the database (default name: db1.mdb). This name will be changed later. Click Save.
6. When the converting process is complete, close the database, and close the Access program. You will be returned to Windows Explorer.
7. Rename the original NfirsdataV54.mdb (suggestion: origNfirsdataV54.mdb)
8. Rename the new database NfirsdataV54.mdb (must be exact).

The database has been converted. The user can proceed to setting the Database Type in the Configuration Tool (steps 9 - 11 below).

Specifying the Database Type:

The Database Type is selected in the NFIRS 5.0 Software Version 5.3 Configuration Tool. On-Line configuration information can be entered and saved in the On-Line Access section of the Advanced Tab before exiting the configuration Tool (step 11 below). For more information, refer to the Configuration Tool User’s Guide for complete information.

9. From the Start menu, select Programs…NFIRSv54…. Configuration Tool.
10. In the Off-line section from the Database Type drop down box, select the appropriate version of Access.
11. Click Save and exit the Configuration Tool. Proceed with initial User Injection (steps 12 - 18 below).

Initial User Injection:

12. From the Start menu, select Programs…NFIRSv54…Data Entry Tool.
13. When the Off-Line login screen appears, leave the Username, State, and Password fields blank and click OK.
14. The message will appear: "Would you like to inject a user from the On-Line database?" Click YES.
15. At this point, the application will load all the information from the Off-Line database. When this is complete, the user will be prompted to make a connection to the Internet.
16. Log into the On-Line database using the Username, State and Password registered via the NFIRS Web Page.
17. After login, the user will be prompted to change the password for the Off-Line database. This allows the user create a new password for the Off-line login. Or, the user can enter the same password for Off-Line login as On-Line login.
18. When the User Injection/Remote Synch process is complete, a pop up window will display the message: "Your Internet connection is no longer required." The user will be in the Data Entry Tool (Main View screen) in the Off-Line mode.

Complete information for User Injection and Remote Synchronization can be found in Section 4.

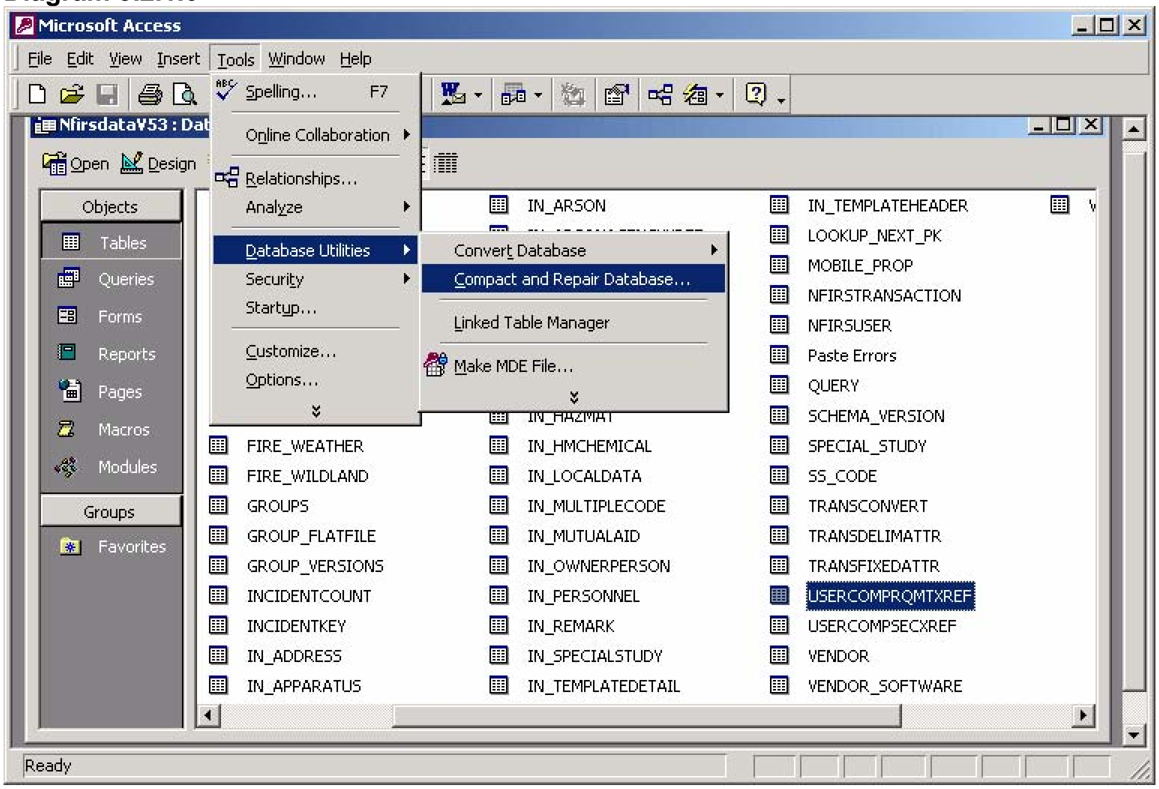
3.2.1 Compacting the Access Database – Off-Line Users Only

It is recommended that the user compact the new, local Access database before selecting the Data Entry Tool and continue to compact it on a regular basis.

To compact the NFIRSv5.4 Database:

1. Open the NFIRSv54 root directory and locate the Database folder. The default location is C:\Program Files\ NFIRSv54\ Database\.
2. In the Database folder, double click on the file Nfirsdatav54.mdb. The Access program will open and the table names of the database will be displayed.
3. Under the Access Tools menu, select Database Utilities…Compact Database (diagram 3.2.1.0). The status of the compact process will be displayed in the lower left message bar.
4. When the compact process is complete, close the database and close the Access program by clicking the X in the upper right corner. Close Windows Explorer.

Diagram 3.2.1.0



3.3 *Visual FoxPro 6.0 Database Setup*

Users who wish to use Visual FoxPro 6.0 as the Off-Line database engine must have the Visual FoxPro 6.0 program on the PC prior to installation of NFIRS 5.0 software Version 5.4

Import the schema to your Visual FoxPro 6.0 database using these steps:

1. Obtain the zip file containing the Visual FoxPro 6.0 schema ("NFIRSFoxPro.zip"), available on the NFIRS Download Software Page.
2. Unzip and save the files to a directory of your choice.
3. Start Microsoft Visual FoxPro 6.0.
4. Under the FoxPro File menu, select Open.
5. Locate the folder containing the unzipped FoxPro files, and select the nfirsproject.pjx file.
6. You will be prompted to make the new directory the home directory for the new FoxPro database, which is suggested.

Complete the following steps to create an ODBC source for this new Visual FoxPro 6.0 database.

1. From the Start menu, select Settings...Control Panel.

2. Double click on the ODBC Data Sources 32 bit icon. The icon may be named differently on NT machines.
3. In the ODBC Data Sources Administrator window, click on the System DSN Tab.
4. Click on the Add button. The Create New Data Source window will be displayed.
5. Select the Microsoft Visual FoxPro Driver.
6. Enter a Data Source Name and Description. For Example: MyVFPServer
7. Click Finish. Close the Control Panel.
8. From the Start menu, select the NFIRSv54 Configuration Tool and click on the Advanced Tab.
9. If configuration information is necessary for Online Access, check the Online Access box and enter the information. Click Save.
10. Check the Offline Access box.

Rename the ODBC driver to point to Visual FoxPro 6.0:

1. In the Database Type drop down box, select Visual FoxPro 6.0.
2. Replace the odbc driver name (in the top text field) with the one you just created. Example: jdbc:odbc:MyVFPServer
3. Click Save, and exit the Configuration Tool.
4. Proceed with User Injection. (Refer to steps 1 - 7 in the Access 97 New Users section above).

3.4 Microsoft SQL Server 7.0 and SQL Server 2000 Database Setup

Users who wish to use MS SQL Server 7.0 or MS SQL Server 2000 as the Off-Line database engine must have MS SQL Server 7.0 or MS SQL Server 2000 installed on the PC prior to installation of NFIRS 5.0 software Version 5.3. The instructions and the schema are the same for both version of MS SQK Server 97 and 2000. Begin by importing the schema to the MS SQL Server 7.0 (or 2000) database using these steps:

1. Create a new database using the SQL Enterprise Manager (EM).
2. From the EM, under the Tools menu select SQL Server Query Analyzer.
3. When the Query Analyzer launches, go the combo box at the top-right and select your database name.
4. Click the "Open" icon (second icon from left on top of window).
5. Select the .sql file that contains the schema, which is usually named "NFIRSSQLServerSchema.sql".
6. Press F5 to execute the script.
7. Select the .sql file that contains the table updates, which is usually named "SQLServerTableUpdates.sql".
8. Press F5 to execute the script.
9. Quit the Query Analyzer.
10. The new schema is now found under "tables" for the new database, which can be viewed in the Enterprise Manager.

Create an ODBC source for this new SQL Server database.

1. Select Start...Settings...Control Panel
2. Open the ODBC Data Sources-32 bit. This may be named differently on different versions of NT.
3. Click on the System DSN Tab.
4. Click on Add button. The Create New Data Source window will be displayed.

5. Select SQL Server.
6. Fill in the following information in the DSN configuration screens:
   Screen 1: Enter name for your SQL Server NFIRS Database and the SQL Server name on which it resides.
   Screen 2: Select the "With windows NT authentication using network login ID" radio button for SQL Server Authenticity. Leave other settings as default.
   Screen 3: Select the "Change the default database to" check box and then select your newly created SQLServer NFIRS database from the drop down list below the box. Leave other settings as default.
   Screen 4. Leave settings as default.
7. From the Start menu, open the NFIRS Configuration Tool and click on the Advanced Tab.
8. If configuration information is necessary for On-line Access, check the On-line Access box and enter the information. Click Save.
9. Check the Off-line Access box.
10. From the Database Type drop down list select SQL Server 7.0 (or 2000).
11. Replace the odbc driver name (in the top text field) with the one you just created. The driver name should now look like "jdbc:odbc:MySqlServer"
12. Save and exit the Configuration Tool (leaving the "Offline access" box checked)
13. Proceed with User Injection (refer to steps 1 -7 in the Access 97 New Users section above, or in the User Injection Section 4.2.)

3.5 Visual FoxPro 6.0 & MS SQL Server 7.0: Previous Version Users

Visual FoxPro 6.0 or MS SQL Server 7.0 Off-Line Users who have fire department and incident data saved locally from NFIRS 5.0 Version 5.3.x can follow the steps below.

1. Install NFIRS 5.0 Version 5.4.
2. After successful installation, in the Configuration Tool's Advanced Tab, name the odbc Data Source the same as it appears in the ODBC Data Source Administrator.
3. In the Configuration Tool's Advanced Tab, select the Database Type.
4. Click Save and exit.
5. Perform User Injection/ Remote Synchronization.
6. In the User Injection process, at the prompt: "Apply Schema Changes? ...Would you like to apply the schema changes now?" click Yes and proceed with User Injection.

4. Starting the NFIRS Data Entry/Validation Tool

When the user selects NFIRS from the Start Menu on their personal computer, a pop-up window (Setting Database Connection…) will be displayed followed by a login window.

The user must verify the software version being used is Version 5.4 if the login window fails to come up or this error message or one similar occurs: Request failed (gov.fema.nfirs.service.NFIRSVersionControlServiceDB). Reason: Your application (version 5.3.4) is out of date. Please download and install the latest version (5.4.0)

If this error message occurs:
"Could not find On-Line database. System may be down," verify an Internet connection exists, or check if there is a configuration issue which must be resolved. Please refer to the NFIRS Configuration Tool User's Guide Documentation for configuration issues, available on the NFIRS Users Documentation web page,
https://www.nfirs.fema.gov/users/usersdocs.shtm

Note: Users using the software in the On-Line mode must first have an Internet connection established before logging onto NFIRS. Users who do not have an Off-Line Database set up will need to run the software in the On-Line mode only. Section 4.0 provides details.

At the login window, the user enters the Username, State, and Password created during user registration. If the user is working in the Off-Line mode, the password used is the one created during User Injection. The user is allowed up to five consecutive failed login attempts after which the system locks the user's account. Successful login after less than five attempts will reset the failed login counter. If the user's account becomes locked, an administrator will have to unlock the account using the NFIRS System Administration Tool. For further information, please see the NFIRS System Administration Tool User's Guide available on the NFIRS Users Documentation web page,
https://www.nfirs.fema.gov/users/usersdocs.shtm

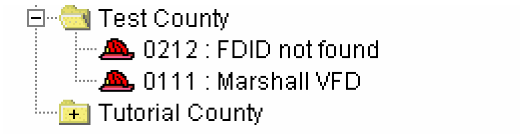
4.1 Starting the Data Entry /Validation Tool (On-Line Users):

Users who will be entering their incidents On-Line will be submitting their incident information directly to the National Database. In Version 5.4, On-Line Access is the default mode. Establish a connection to the Internet, if one is not established automatically. Start the Data Entry Tool from Start... Programs...NFIRSv54…Data Entry Tool. At the login window, the user enters the Username, State, and Password entered during user registration. Click OK to submit user information. In the white status bar, the message "Validating User…" will be displayed. If the wrong user information was entered, an error will be generated. Re-enter using correct login information.

When the Data Entry Tool Main View Screen is displayed, a hierarchical tree will display your State, and/or County or Region and the Fire Department Name.

If the user's FDID is displayed followed by **FDID NOT FOUND** (Diagram 4.1.0), the Fire Department information (header record) must be created and saved . To create the Fire Department header record, highlight FDID and FDID Not Found by clicking once in the Groups Window. Click on Fire Dept. from the Menu Bar...Select New Fire Department. (If New Fire Dept. is grayed out, the FDID and FDID Not Found is not highlighted.)

Diagram 4.1.0



When the Fire Department screen is displayed, the FDID number will be automatically entered. Enter the Fire Department Name. Additional information is optional. Upon completion of the Fire Department screen, click OK. The message box at the bottom of the window will display 'Saving Fire Department Information.' The screen will close and the user will be returned to the Data Entry/Validation Tool Main View Screen. In the Groups Window , the FDID Not Found will be replaced by the Department Name entered in the Fire Department screen. The user is now ready to begin entering new incident information.

4.2 User Injection and Remote Synchronization (Off-Line Users):

User Injection enables the user to update an Off-Line database with user information from the National Fire Incident Reporting System database. It is only necessary to perform User Injection when adding a user to the Off-Line database, or when moving a previous version's Off-Line database to the new version 5.4. For locations where more than one user will be accessing the Off-Line database (with separate accounts), user injection will have to be performed for each account (user). For example, to add the users Smith and Jones to the Off-Line database, user injection will have to be performed for Smith and then once again for Jones.

Remote Synchronization, which occurs automatically during User Injection, enables the user to synchronize user account information and FDID information in their Off-Line database with the user account information and FDID information in the On-Line National Database. **Note**: Remote Synchronization does not synchronize incident information.

Remote Synchronization can be performed separately by selecting it from the Advanced Tab on the menu bar. This will ensure that the user's local database is in synch with the National Database, and it is recommended that the user perform Remote Synchronization once a month. Along with the routine Remote Synchronization, it is recommended that users compact the Access database.

4.2.1 Procedure for User Injection (Off-Line Users):

To perform User Injection, the user must configure the NFIRS client software for Off-Line Access using the NFIRS Configuration Tool (see NFIRS Configuration Tool User's Guide for further information, available on the NFIRS User Documentation web page https://www.nfirs.fema.gov/users/usersdocs.shtm). In order to complete the User Injection Process, the user will need to establish an Internet connection.

The user must then start the NFIRS Data Entry Tool. When the login window appears, the user must leave the Username, State and Password fields blank and click the OK button. A window will appear asking the user, "Would you like to inject a user from the On-Line database?" When the user clicks OK, the On-Line login window will appear. The user must enter the username, state, and password entered during registration.

After entering the On-Line Username, State and Password, a pop-up window will appear prompting the user to change passwords. This window enables the user to create a different password for the Off-Line database if desired. The user may opt to use the same password for the Off-Line database as for the On-Line database. After entering a password and then confirming it, the user must click the OK button. It is at this point that User Injection and Remote Synchronization occur. When complete, a window will appear informing the user that the Internet connection is no longer required. The user must click the OK button to dismiss the window. The NFIRS Data Entry Tool Window will be active, and the user will be able to enter Incident data in the Off-Line mode.

The following table outlines the steps required to perform user injection and synchronize the local database with the National Fire Incident Reporting System Database.

User Injection Instructions Table:

Step	Action	Response
1	Ensure that the NFIRS Data Entry Tool is set to run in the Off-Line mode. Instructions are contained in the NFIRS Configuration Tool Users Guide.	This ensures that User Injection can take place.
2	Establish an Internet Connection.	The User will be connected to the Internet.
3	Click on Start…Programs…NFIRSv54… Data Entry Tool.	This will launch the NFIRS Data Entry Tool.
4	Leave Username, State, and Password fields blank and click on the OK button	A Window will appear asking if the user wishes to perform User Injection.
5	Click the OK button.	Data will be requested automatically.
6	A login Window for the On-Line database will appear.	No action needed.
7	Enter Username, State, and Password for the On-Line database (the Username, State, and Password that was used during NFIRS registration).	The user is connected to the On-Line database.
8	A Change Password pop-up window is displayed.	This password change is to create a separate password for the Off-Line database.
9	The user may enter the same password as is used for the On-Line database, or create a different one.	The password is created for the Off-Line mode login.
10	Click the OK button after entering and confirming the new password.	User Injection and Remote Synchronization occur. **Reminder:** Performing User Injection /Remote Synchronization will not synchronize incident data.
11	The NFIRS Data Entry Tool is launched in Off-Line mode.	The user is ready to enter Incident data in the Off-Line mode.

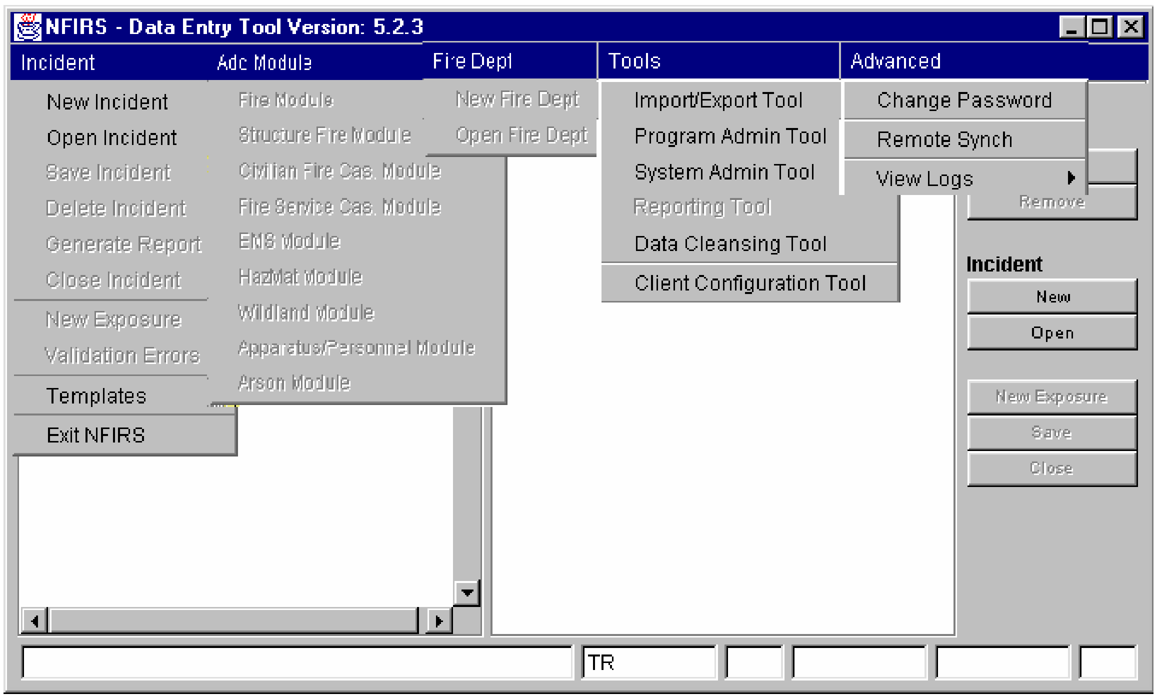
4. The Menu Bar

There are five pull-down menus in the NFIRS Data Entry/Validation Tool. The menus provide actions for entering and maintaining Incident and Fire Department Data as well as other Tools and administrative functions (diagram 4.0).

Diagram 4.0 displays the NFIRS Data Entry/Validation Tool with the Menu Bar fully opened to provide the user with a quick reference of all the options available from this tool. During actual use, the user will only be able to pull down one menu at a time. Some actions are invalid at given points in the execution of the Data Entry/Validation Tool. For example, under the Incident menu, the option to save, delete, or close an incident will be inactive (grayed out) unless an incident is opened.

Note: Version 5.4 menus and menu options are the same as previous versions 5.3.x The Data Cleansing Tool is available in the Off-line mode only.

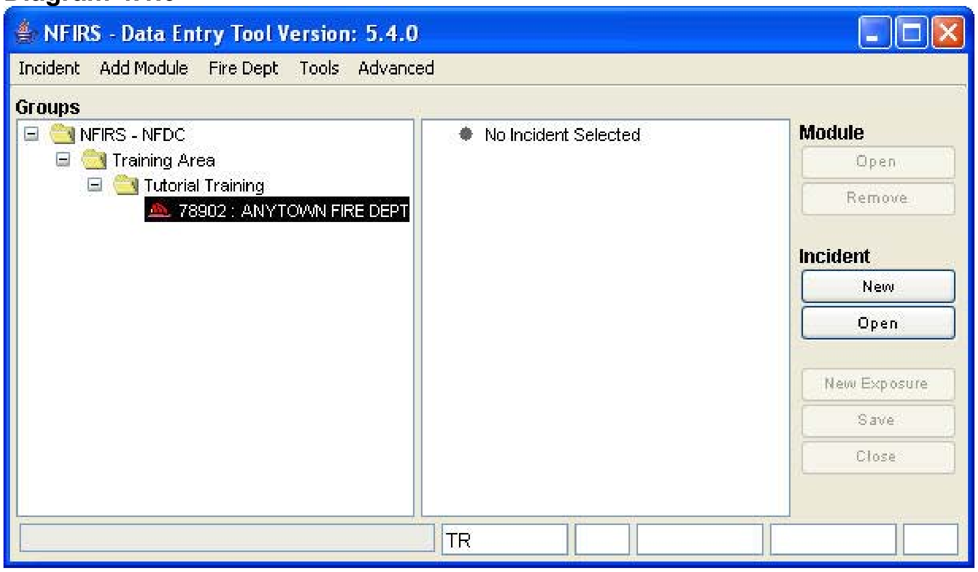
Diagram 4.0



4.1 The Data Entry Tool Push Buttons:

The Data Entry Tool provides push button short cuts (diagram 4.1.0) for opening or creating new incidents, creating new exposures, saving or closing incidents, and opening or removing modules. The following subsections contain additional information on these functions.

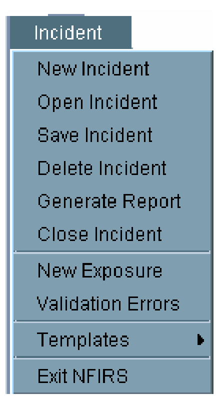
Diagram 4.1.0



4.2 The Incident Menu:

The Incident menu provides the user the ability to create a New Incident, Open an existing incident, Save an incident, Delete an incident, Generate a Report, and Close an Incident, enter a new Exposure, check Validation Errors, or pick an Incident Template and Exit NFIRS (diagram 4.2.0). This is a "pick and click" menu – the user clicks on Incident, and then clicks on the choice of options.

Diagram 4.2.0



4.2.1 New Incident:

When the user clicks New Incident, a pop-up window for Section A – Incident Key will appear. Upon completing Section A, if the user has not checked “No Activity”, the Basic Module will be created and appear as part of the Incident tree in the Main View. Highlight Basic Module and then click on the Open push button on the Incident Shortcut Push buttons under Module (see diagram 4.1.0), or double click on Basic module. Enter requested information. To obtain codes for coded fields, press F1 while cursor is placed in the field.

Based upon the values input in the Basic Module, additional Modules may be required. These additional required modules will not automatically be added, however, the requirement for additional modules will be called out during the validation check. From the Add Module Tab, the User can select the module and enter the requested information.

4.2.2 Open Incident:

When the user clicks on Open Incident, the Incident Search Window a pop-up will appear. The user may enter values for all, some, or none of the available fields. The more fields that are filled out, the more selective the search process will be. If no fields are selected, the search will retrieve all incidents in the database. When the pane is filled with retrieved incidents, the user may double click on the appropriate incident to select and modify.

After the user selects the desired incident, the Incident Search Window will minimize automatically. The user can maximize the window by clicking once on the task bar at the bottom of the Desktop where the Incident Search window is signified. The Incident Window will maximize in size and the user can select another incident to open and view. To close the Incident search Window, click once on the X in the upper right corner of the window.

4.2.3 Save Incident:

Information that has been entered may be saved by clicking on Save Incident on the pull-down Incident Menu, or click on Save button on the Incident Shortcut Push buttons (see diagram 4.1.0).

If validation errors are present when the user clicks on Save Incident, a prompt will appear stating that Validation Errors Exist, offering the user the chance to review and modify the incident as required. If the user clicks on No, the incident will be saved as an invalid incident with validation errors. If the user clicks on Yes, the validation window will appear. If the user clicks on Cancel, the pop-up window will disappear and the incident is not saved. The user will be returned to the previous window.

To make a back-up copy of incident data, the user may save incident data to a floppy disk. The user must first save the incident(s) as described above and then export the incident. To export the saved incident, open the Import/ Export Tool (Section 5.1.2). Export the desired incident(s). When the Save Incidents to File dialog box appears, save the file to 3 1/2 Floppy [A]. Name the file and click

Save. The incident data on disk can be imported at a later date or opened in Notepad.

4.2.4 Delete Incident:

In order for the user to delete an incident, an incident must be selected (refer to section 4.2.2 to select an incident). The user will be prompted to ensure that this is the desired action. Once deleted, the incident is removed from the system and cannot be recovered.

If the user has not been assigned the Delete Incident permission from their System Administrator, the Delete Incident option will be grayed out.

4.2.5 Generate Report (Forms Based Incident Report)

An incident can be generated as a Forms Based Incident Report in pdf format using the information the user entered into the modules for the incident. These reports generate the equivalent of the paper forms of the modules and can be generated On-Line or Off-Line, an incident at a time. To view, save, and print the reports, Adobe Acrobat version 3.02 or better is required on the user's PC. Adobe Acrobat Reader may be downloaded from the Adobe web site, http://www.adobe.com/products/acrobat/readstep.html at no cost.

An incident must be open in order to generate a report. An incident is "open" when the user sees in the Main View Screen the Groups Window on the left, and on the right a hierarchical tree showing Section A - Key Information and Basic Module, as well as any other modules that have been filled out for the incident. The user can generate a report on a newly entered incident once the information has been entered and saved, and before closing the incident.

To Generate a Forms Based Incident Report:

1. Click on Incident from the menu bar, then click on Generate Report.
2. The Set Reports Directory pop up window appears. The user may choose to save the report to a different location and enter a report name, or click Save to save the report to the default location and file name (diagram 4.2.5.0). The default location is the Reports folder, a sub-directory of the NFIRS root directory. The default file name will be: state.FDID.incidentnumber.exposure.pdf (diagram 4.2.5.1).
3. When the report has been successfully saved and generated, a pop up message Reports Forms Generated Successfully will appear.
4. Click OK. The user will be returned to the Main View Screen.

Diagram 4.2.5.0

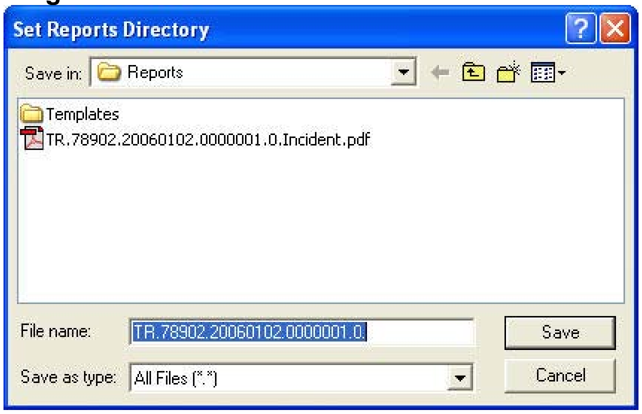
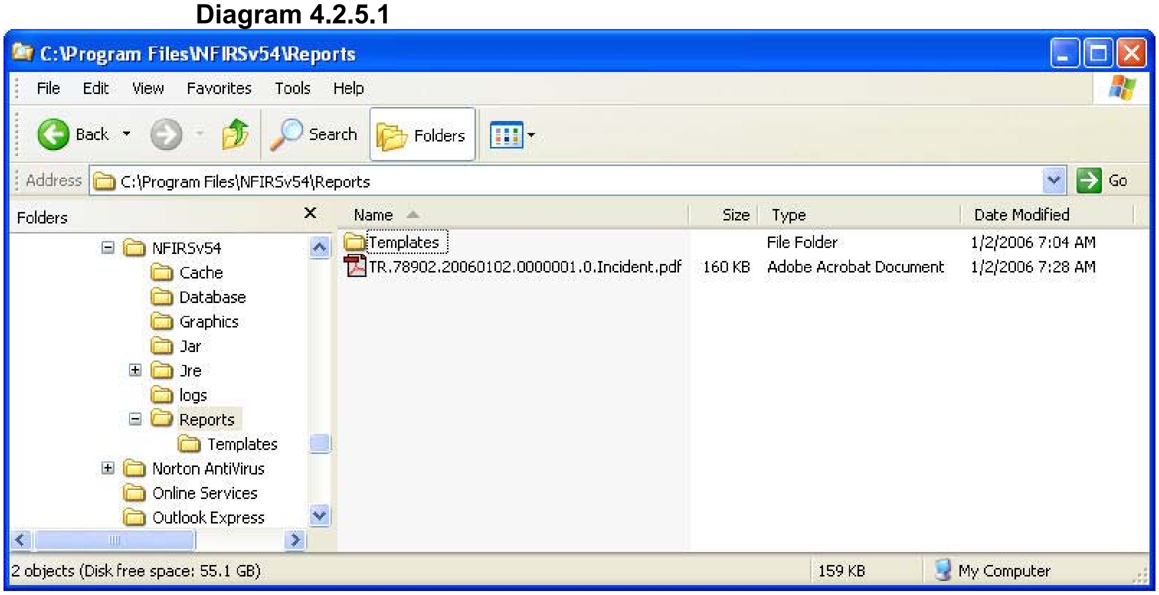


Diagram 4.2.5.1



5. To view a report that was generated, minimize or close the Data Entry Tool.
6. Open Windows Explorer and locate the NFIRS root directory.
7. Double click on the Reports folder. The user will see a single .pdf file for the incident report. Currently, all forms are available.
8. Double click on the file to open. Adobe Acrobat Reader will open the report in pdf format.

Note: The first time a report is generated, the user may be prompted to locate the Acrobat Reader Executable. Click OK. Then:

Locate the Abode Program folder and double click on it to open.
Locate the Reader folder and double click on it to open.
Locate the executable file and double click on it to open.

The Adobe Reader executable files are named:

- Adobe Acrobat Version 3.02: acrored32.exe
- Adobe Acrobat Version 4.0: Acrobat.exe
- Adobe Acrobat Version 5.0: AcroRd32.exe

To print a report, the report must be open in Adobe Acrobat Reader. From the Adobe File menu, choose the Print command.

4.2.6 Close Incident:

To close an incident, the user must either create an incident, or select an incident. When the user clicks on Close Incident, a pop up window will appear if the most recent changes to the incident have not been saved. The user can click Yes to save the incident, No to disregard the changes, or Cancel the save process and return to the previous window.

If the user has entered data for a new incident or modified an existing incident, the user must save that incident data before selecting New Incident again. **Caution:** If the user selects New Incident before saving the previous incident, this causes the previous incident to close and not be saved.

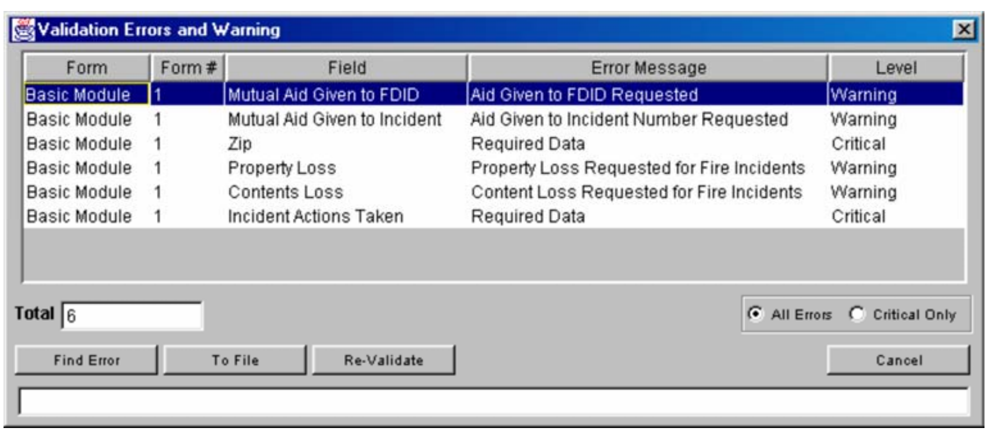
4.2.7 New Exposure:

When the user clicks on New Exposure, the current exposure or base record will be closed and a new incident exposure will be created by incrementing the previous exposure number by one.

4.2.8 Validation Errors:

When the user clicks on Validation Errors, the Validation window will appear (diagram 4.2.8.0). The Validation window displays both Critical and Warning Errors. Warning Errors are strictly informational and do not effect the validity of the incident; Critical Errors cause an incident to be invalid. If no Validation Errors exist, the value for Total in this window will equal zero.

Diagram 4.2.8.0



To generate the list of errors and save it to a file, save the incident but do not close it. Specify the type of errors to be included: All or Critical only. Click the To File button. Specify a location to save the file and name it. Click Save.

4.2.9 Templates:

The Templates choice has two modes. The first mode, Delete Template, is active when there is no incident selected. When the user clicks on Delete Template, the Template Selection window (diagram 4.2.9.0) displays a listing of all templates available to the user for deletion. If the user has no templates, the template selection window will not appear.

The second mode, Save Incident As, enables the user to save an incident according to a template. A template facilitates entering incident data for those users who have incidents with common field elements. For example, if a department performs a regular run, the template saves the address and/or shift personnel information eliminating the need to manually enter the data each time the incident is reported. If the user enters primarily EMS incidents, it would be desirable to set up a template to facilitate future entry of EMS incidents in order to simplify keying of EMS incident data.

To create a template, an incident must first be created or open. After the user adds the appropriate modules to "customize" the incident, click on "Incident…Templates…Save Template As." A pop-up Window will be displayed in which the user is prompted to assign the template a name. (diagram 4.2.9.1). It will save time locating the template in the future if the user chooses a descriptive name. **Note**: save the template prior to entering Remarks text.

Multiple templates may be saved under the same name, but doing so may cause confusion when retrieving templates. After entering a name, the user may either click on the OK button to save the template or the cancel button to discard the template.

Diagram 4.2.9.0

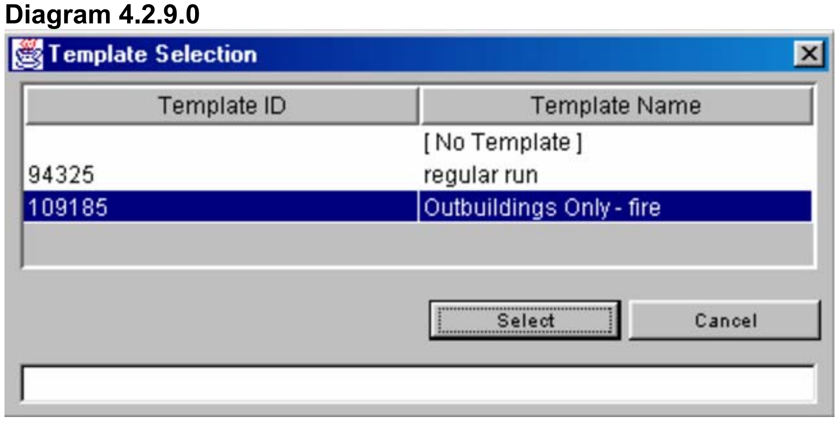
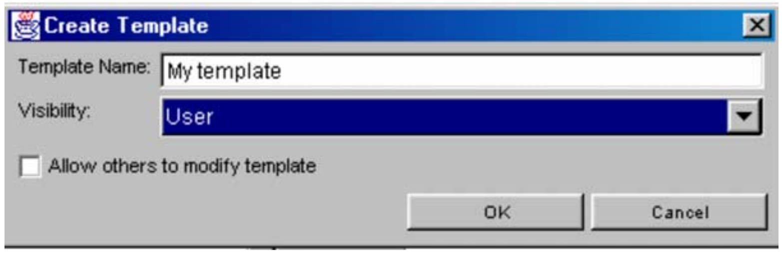


Diagram 4.2.9.1



4.2.10 Exit NFIRS:

When the user clicks on Exit NFIRS, if the user has an open, modified incident, a pop up window will appear asking the user: Exit NFIRS Data Entry Tool? Yes, No or Cancel. If the user clicks on No or Cancel, the changes will not be saved and the pop-up window will disappear returning the user to the previous window. If the user clicks on Yes, a new pop-up window will appear informing the user that changes exist: Save Incident Before Closing? Yes, No or Cancel. If the user clicks on Yes, the Changes will be saved and the application will exit. If the user clicks on No, the Changes will not be saved, and the application will exit. If the user clicks on Cancel, the pop-up window will disappear, and the user will be returned to the previous window.

If Validation Errors are present, the user will be provided the opportunity to update and validate the incident. If the user has an open, unmodified incident, the pop-up window stating that changes exist will not appear. If there are no validation errors, the user will be prompted to confirm Exit, and upon confirmation, the application will exit.

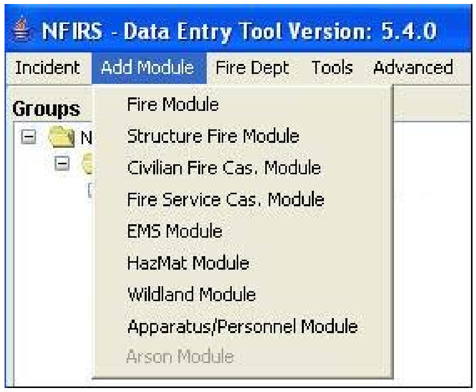
4.3 The Add Module Menu:

The Add Module Menu provides the user the ability to add Fire, Structure, Civilian Fire Casualty, Fire Service Casualty, EMS, HazMat, Wildland, Apparatus, and Arson Modules (diagram 4.3.0). In order to add a module, the user must either have an Incident open, or be in the process of creating an Incident.* The user should highlight the module that is to be added and click the open button on the main view screen. When the NFIRS Data Entry/Validation Tool is first started, this menu will be grayed out.

*Reminder: Additional required modules will not automatically be added, however, the requirement for additional modules will be noted during the validation check.

To remove a module, the incident must be open. Highlight the desired module to be removed on the Main View Screen, then click on Remove push button in the module section.

Diagram 4.3.0



4.4 The Fire Department Menu:

The Fire Department menu provides the user the ability to enter and update the department's information and modify information about an existing Fire Department. The user may enter and save additional information for the Fire Department, such as address, number of volunteers, apparatus and personnel information; however only the FDID, State, and Description (name) of the Department is required. The required information creates the Fire Department's header record in the National or local database which allows the user to send or update information that pertains to the department.

An FDID must be available on the Main View Screen in order for the user to create the Fire Department header. Fire Department Identification Codes (FDIDs) are assigned by the state and entered in the system using the System Administration Tool. Contact your State NFIRS Program Manager for further information.

When a user opens the Data Entry Tool to the Main View Screen, the fire department FDID and name will display (diagram 4.4.0) in the Groups window.
NOTE: If the user sees the words **FDID Not Found**, this means the Fire Department Header record has not been created. This header record must exist before the user can begin to enter incidents.

To create a new Fire Department Header record, click on the FDID from the Groups window. This will highlight the FDID and the words **FDID Not Found**. Click on Fire Dept. from the Menu Bar and then click on New Fire Dept. The Fire Department screen will be displayed. The FDID field will default to the fire department's FDID the user is creating. Enter the Fire Department name and information. There are two additional tabs, **Personnel** and **Apparatus** (shown in diagram 4.4.1) in which the user may enter additional information regarding the department. When the user clicks OK after entering the desired information, the information has been saved and the Fire department's header record has been created.

Diagram 4.4.0

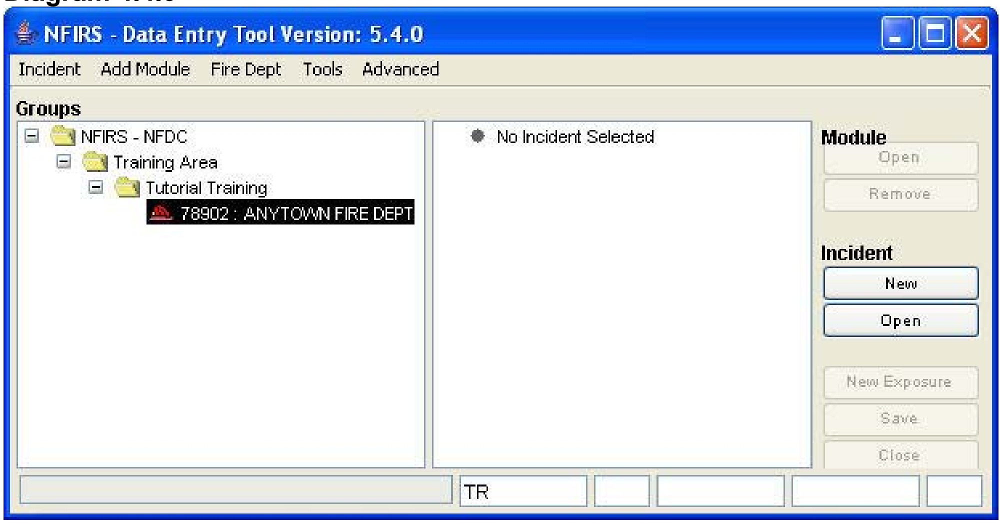
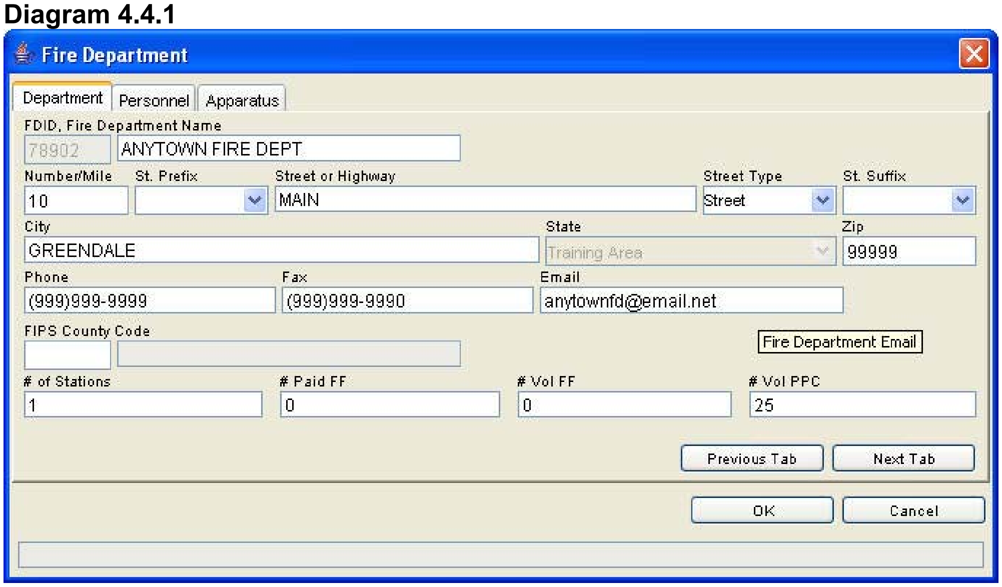


Diagram 4.4.1



Viewing and Modifying An Existing Fire Department's Information

To view and modify information of an existing Fire Department, the user must first click on a department name in the Main View Screen (see diagram 4.4.0) and then click on Fire Dept … Open Fire Dept (diagram 4.4.2).

Diagram 4.4.2

The first tab, **Department** is where the user enters Fire Department specific information, such as the number of paid and volunteer firefighters, the address of the fire department, etc. The other two available tabs, Personnel and Apparatus enable the user to enter and modify data about the department's existing personnel and apparatus.

The push buttons Next and Previous enable the user to navigate through the three label tabs and enter new or delete information. Above the push buttons are two windows that provide the user information about how many pages of Personnel or Apparatus information exist.

5. The Tools Menu:

The Tools menu provides an interface to the NFIRS Client Suite. The tools provided allow the Import/Export of incidents and fire department information including Conversion of 4.1 and transaction files to NFIRS 5.0 format, System Administration, and Client Configuration, and the local mode NFIRS Data Cleansing Tool which addresses known data issues in Off-line databases. **Note:** Access to tools is user specific: if a user does not have access to a tool, the option will be grayed out. For example, not all users will have the option to access the NFIRS System Admin Tool. Only users who have been granted System Administrator privileges can access the NFIRS System Admin Tool.

The Bulk Import Utility and the Bulk Export Utility are not part of the Client Suite Software. Refer to the NFIRS 5.0 Web Site, http://www.nfirs.fema.gov for information on the web-based Utilities. The web-based Summary Output Reports Tool is not part of the Client Suite Software, but is made available to all states for users who use third party software. Contact the NFIRS State Program Manager or the NFIRS Support Center for information.

5.1 The Import / Export Tool

The Import/Export Tool provides the user the capability to import and export fire department information and incident data. Users entering data in the Off-Line mode will use the Import/Export Tool to import 5.0 delimited Fire Department and Incident data into a database (National or local database), and/or to a text file or spreadsheet. The Import /Export Tool is utilized to convert 4.1 Master files and 4.1 Add Transaction files to the NFIRS 5.0 format. The Tool has been enhanced with an automatic mechanism which detects the type of input file, parses (prepares) and validates the file, and then converts and imports the data in the 5.0 format. Log files are created during import which provide details of the process and validation errors that exist in the import file. The following sections provide instructions to export and import 5.0 Delimited files. Section 5.1.5 provides complete instructions for the Conversion routine with 4.1 data files.

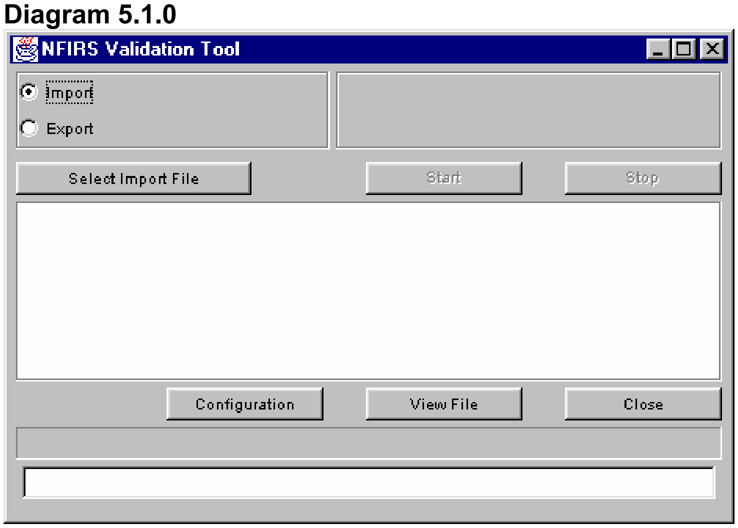
Since the previous Version 5.2.3 release, a "Once Valid / Always Valid" handling of incidents has been included, such that an overwrite of an incident under the latest version's rules via the Import mechanism will not result in the incident becoming invalid. The .log and .err import log files will note errors specific to incidents under this condition. Version 5.4 implemented a rules versioning whereby incidents are validated according the Incident Date in the Key Information.

Users entering and saving Fire Department information and incidents in a local database will use the Import/ Export Tool to send their information to the National Database. A connection to the Internet will be necessary. The first time a user is ready to send their incident data from their local database to the National Database, they must first export their Fire Department information to a file and then import the file to the National Database. This will create the Fire Department header record in the National Database. The Fire Department header record is required to properly store incidents for the fire department.

Users may verify their Fire Department and Incident data was imported successfully to the National Database or to their local database by clicking on Incident from the Menu bar and then Open Incident. The Incident Search window will be displayed. Click on Search to view all incidents or define the search criteria for a narrower search.

When the user clicks on the Import/Export Tool, the NFIRS Validation Tool window will be displayed. The Validation Tool appears by default with only the Import and Export selections available. When the user selects the Export check box (circular in shape), the interface changes to display Incident and Fire Department check boxes (diagram 5.1.0). The following sections describe the steps to utilize the Import /Export Tool to send Fire Department information and Incidents created in 5.0 format to the National Database.

Diagram 5.1.0



5.1.1 Exporting Fire Departments – 5.0 Data:

To export Fire Department information, select the Export check box and select the Fire Department check box (circular in shape). The Select Incidents push button changes to Select Fire Depts. When the user clicks on the Select Fire Departments push button, the Select Fire Department pop-up window will be displayed (diagram 5.1.1.0) with a listing of fire departments available for export. When the user clicks on a fire department in the hierarchy and then clicks the Select push button, a Save Fire Departments To File pop up window (diagram 5.1.1.1) will be displayed. Users have the option of saving to the default directory or choosing a different location. Name the file and click Save, or click Cancel to return to the previous window.

Diagram 5.1.1.0

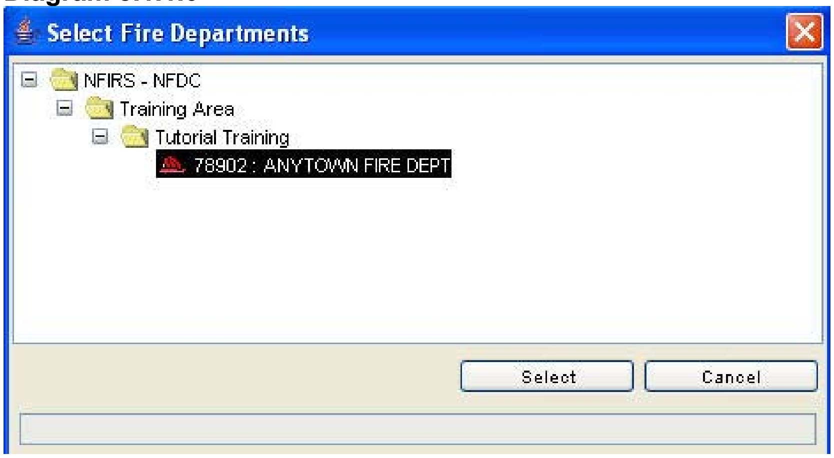
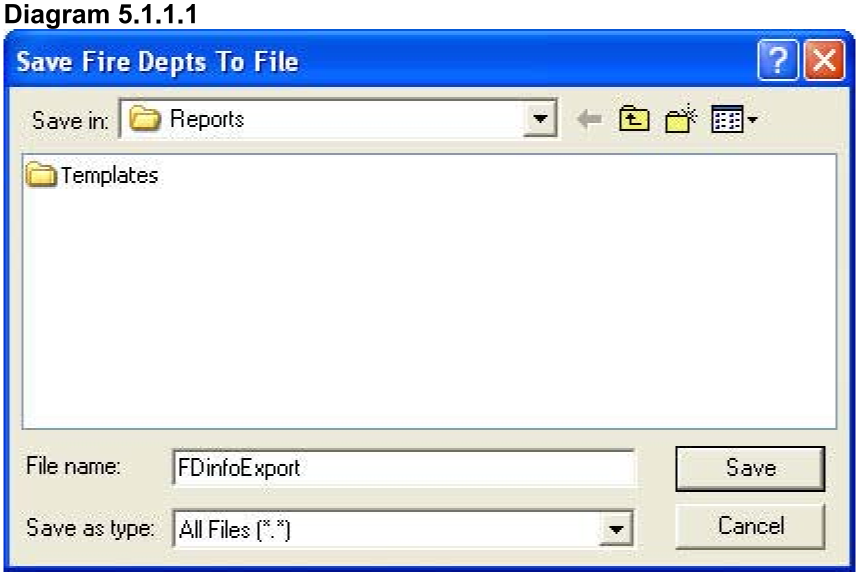


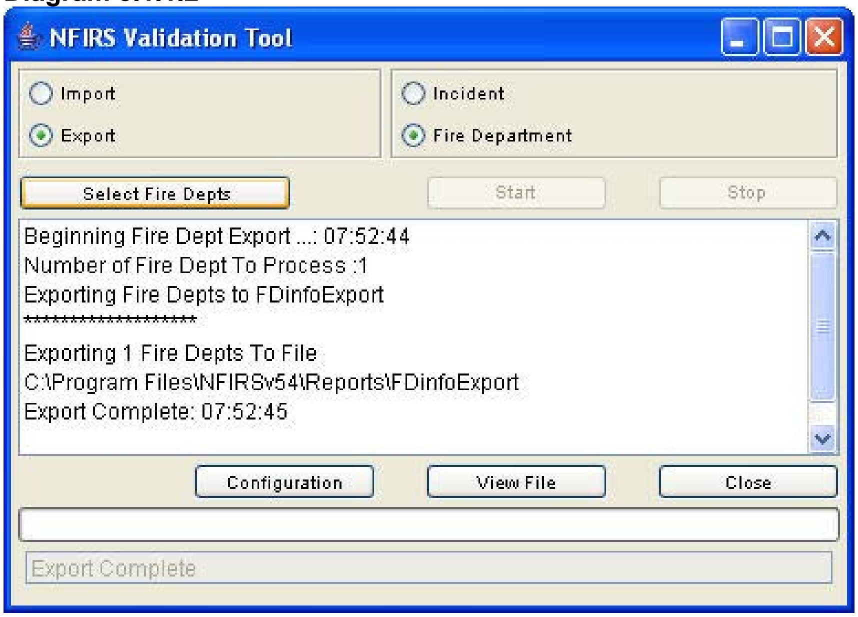
Diagram 5.1.1.1



Reminder: The first time a user is ready to send their incident data from their local database to the National Database, they must first export and import their Fire Department information. This creates the Fire Department header record in the National Database, which is required to properly store incidents for the fire department. The order of the procedure for first-time users is: export Fire Department information, export Incident information; change configuration, import Fire Department information, import of Incident information. The user can verify the incidents were imported to the National Database at the end of the procedure, while still On-Line.

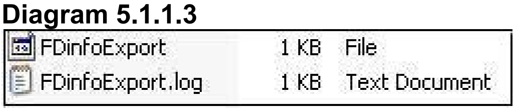
In the Validation Tool window, a summary of the export process will be listed when the Fire Dept export is finished (diagram 5.1.1.2). The beginning time of the export process, the number of Fire Depts processed, and the file to which the data will be stored is listed in the first section of the list. The second section lists the number of Fire Depts being exported, the complete directory path to the export file, and the export completion time.

Diagram 5.1.1.2



The export process creates two files: an ASCII text file and a log file. The ASCII text file is the original file which contains the fire department (or incident) data and is the file the user will select during the import process. The log file provides documentation of the export process. Diagram 5.1.1.3 shows a view of the export files in the root directory and the icons that are likely to be displayed. The file size varies according to the amount of Fire Dept (or incident) data. The user may open and view the log file in NotePad or WordPad.

Diagram 5.1.1.3



To import the data to the National Database, the user must change Off-Line access to On-Line access in the Configuration Tool. The Configuration Tool allows the user to specify whether to import the data to a database or a flat file, Accept Invalid Records, and/or Overwrite Existing Incidents. For more information, refer to the Configuration Tool User's Guide, available on the NFIRS Users Documentation web page, http://www.nfirs.fema.gov/users/nfirsdocs.shtm.

To change configuration from the Validation Tool window, click on the Configuration button. The Configuration Tool will be displayed. Select the Advanced tab. Check the box for On-Line access. Click Save and exit the Configuration Tool. Exit the Data Entry Tool. **Note:** The Data Entry Tool must be exited for the configuration change to take effect. Establish a connection to the Internet. Open the Data Entry Tool and select the Import/ Export Tool.

The default settings in the Software Version 5.4 are Accept Invalid Incidents and Overwrite Existing Incidents. If the user does not wish to import Invalid incidents, uncheck the Accept Invalid incidents During Import check box.

The following table outlines the steps to export Fire Department data.

Exporting Fire Department Data – 5.0 Data

Step	Action	
1	**Exporting a Fire Department:** Click on Tools…Import/Export Tool.	NFIRS Validation Tool launches.
2	Select the Export and Fire Department check boxes.	The Select Fire Department push button is activated.
3	Click on Select Fire Dept. button.	Select Fire Department Window opens.
4	Click on (highlight) desired Fire Department and click on Select.	Save Fire Departments to File window opens.
5	Specify a location to save the file and enter a file name. Click on the Save button.	Fire Department data is saved.

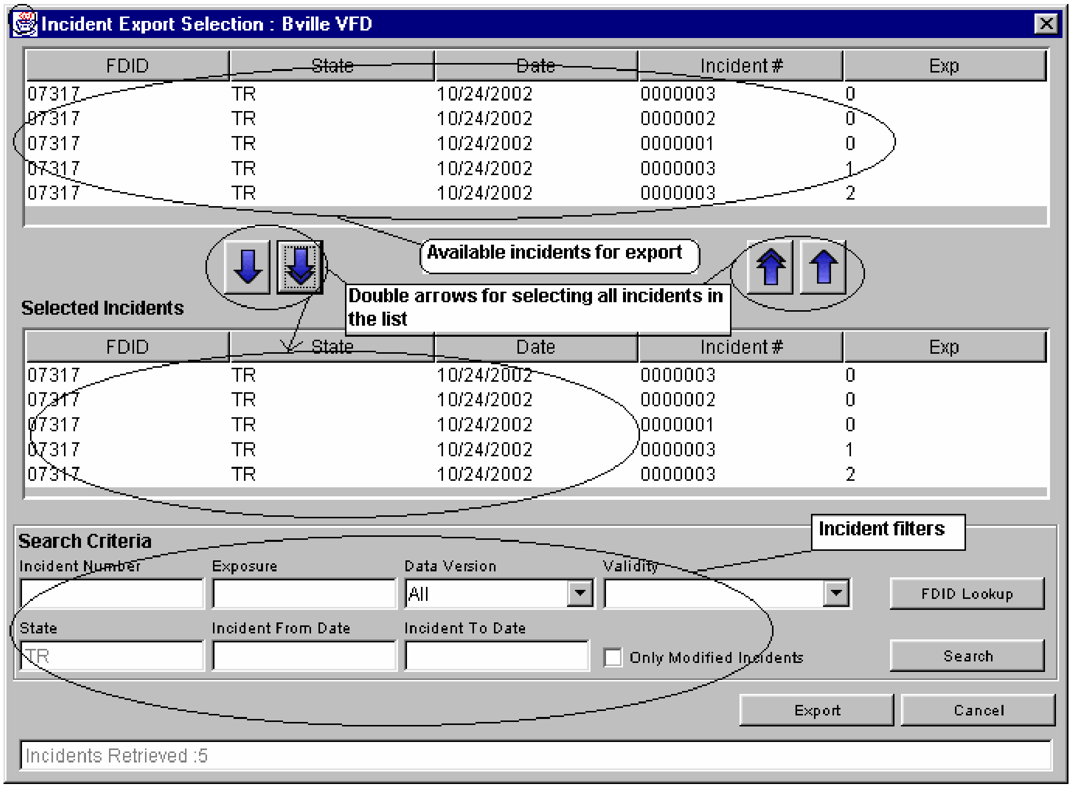
5.1.2 Exporting Incidents – 5.0 Data:

When the user clicks the Export check box and the Incident check box, the **Select Fire Dept** push button changes to **Select Incidents**. When the user clicks on the Select Incidents push button, the pop-up Incident Export Selection window (diagram 5.1.2.0) will appear.

The Incident Export Selection window enables the user to choose Incidents for export based upon FDID, date, exposure, data version (4.1 or 5.0), validity, and modification. The user can click on the FDID Look-up push button to select the desired Fire Department and search for the incidents entered for that Fire Department. When the Search button is selected, the top portion of the window will list all available incidents for export. The user may narrow the search by entering values in the Incident Number, Exposure Number, entering a date range in the Incident Date fields, and by clicking on the Only Modified Incidents check box. The bottom portion of the window lists all incidents that have been selected. The user may select all incidents by clicking on the blue double down arrow, or the user can choose an individual incident by highlighting the incident in the top portion of the Search window and then clicking on the blue single down arrow.

When the Export push button is clicked, the Save Incidents to File dialog box is displayed (the default directory is C:\ ProgramFiles\NFIRSv54). Name the export file and click on Save. The export file of the selected incidents is created.

Diagram 5.1.2.0



During the export process, in the main view screen of the Validation window the status of the export process is recorded. A list of information includes the beginning export time, the number of incidents processed, the destination of the export (the newly created file), the selected action in process (Exporting Incidents to File), the complete file destination, and when the process is finished, "Export Complete."

The following table outlines the necessary steps to export Incident data.

Exporting Incident Data – 5.0 Data

Step	Action	
1	**Exporting NFIRS Incident Data:** Click on Tools…Import/Export Tool.	NFIRS Validation Tool launches.
2	Click on Export and Incident check boxes.	Select Incidents push button appears.
3	Click on Select Incidents.	Incident Export Selection Window appears.
4	Click on Search for all incidents or fill in the Search Criteria at bottom of Incident Export Selection window and click on Search.	The top pane of the Incident Export Selection window becomes populated with Incidents matching the search criteria.
5	Highlight desired incidents and click on single down arrow to select highlighted incident, or click on double down arrow to select all incidents.	Bottom pane of Incident Export Selection. window becomes populated with selected incidents.
6	NOTE: To remove an incident from the selected incidents pane, highlight desired incident and click on single up arrow to select highlighted incident, or click on double up arrow to select all incidents.	Highlighted incidents are removed from the selected incidents' pane.
7	When selection process is complete, click on the Export button.	The Save Incidents to File pop-up window appears.
8	Choose a location to save file to and click OK.	File is exported.

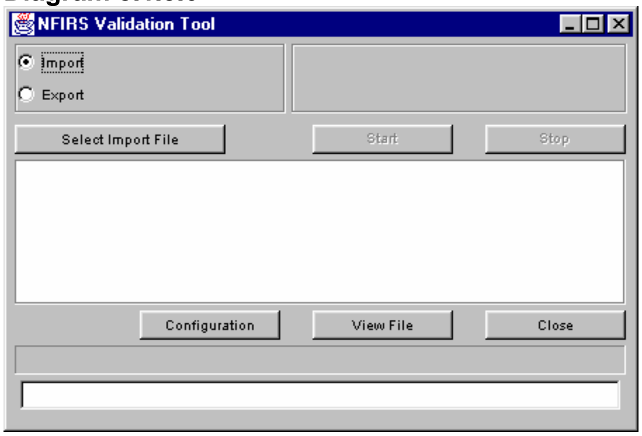
The export files can be imported into a spreadsheet, a local database, or into the National Database. To import the files into the National Database, the user must change the configuration to On-Line, close the Data Entry / Validation Tool, re-start the Tool, and establish an Internet connection. In the Configuration Tool, click on the Advanced Tab. Check On-Line Access and click Save. Exit the Configuration Tool. Exit the Data Entry Tool for the configuration change to take place. When the Data Entry /Validation Tool is re-opened, the user can begin the import process.

Reminder: The first time a user imports data into the National Database, the Fire Department export file must be sent before the incident file (s) in order to create the header record for the department.

5.1.3 Importing Fire Departments - 5.0 Data:

To import fire department information, the user will click on the Import check box (diagram 5.1.3.0).

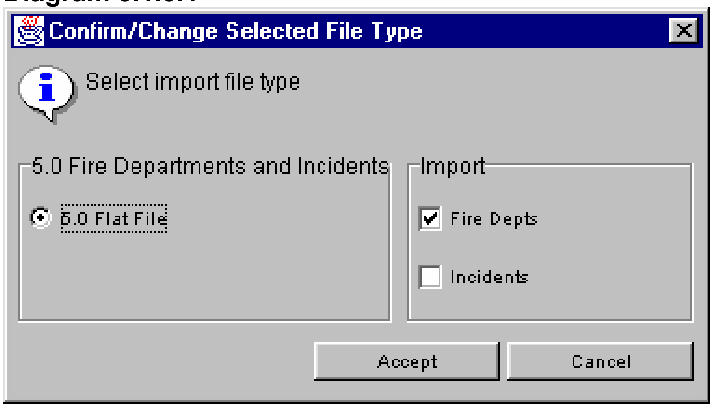
Diagram 5.1.3.0



When the user clicks on the Select Import File push button, the Import File Selection pop-up window will be displayed. The user is able to navigate through the directory structure to locate the file for import. To select a file, highlight the file and click the Open button, or double click on the file.

A Confirm/Change File Type Selection box will be displayed (diagram 5.1.3.1). If the file selected for import is Fire Department information, confirm that the Fire Depts check box is checked. A file containing both Fire Department and Incident information can be set to process by selecting the Fire Depts and incidents check boxes. To accept the file selection, click on the Accept button. Click on the Cancel button to return to the Validation main view screen. (If the file selected does not contain the specified data type, the user will be prompted to choose another file).

Diagram 5.1.3.1



The automatic parsing and validation of the selected file begins. The status 'Importing File' will be displayed in the white rectangular box in the lower left corner and will change to 'File Validation Complete' when the validation process is finished. In the Validation window (diagram 5.1.4.0), the Parse and Validation Statistics will be displayed in list form. The list includes:

- the total number of records read
- the number of Fire Departments records accepted
- the number of Incident records accepted
- and the number of records from the input file rejected

Note: A "record" is one row of a data file, therefore one incident may contain several records.

The list in the Validation dialog box will include information about the transaction in list form. File names are appended with an underscore (_), the information type contained in the records (fd or inc), the data type of file without punctuation (50 or 41), Fire Department or incident type records. The complete list of information includes:

- the time the file was set to process
- the complete file name
- the Transaction Type (TransType)
- Import Target (database or flat file)
- Database mode (On-Line or Off-Line
- Accept Invalid Incidents During Import: true or false (yes or no)

The Configuration push button launches the NFIRS Configuration Tool (see the NFIRS Configuration Tool documentation for further information). The Close push button closes the NFIRS Validation Tool.

The following table outlines the necessary steps to import Fire Department data.

Importing Fire Department Data – 5.0 Data:

Step	Action	
1	**Importing Fire Departments Data:** Click on Tools…Import/Export Tool.	NFIRS Validation Tool launches.
2	Click on Import check box.	Import check box is checked.
3	Click on Select Import File button.	Import File Selection box will display.
4	Click on the file to import and then click Open.	The Validation and Import Process begins.

5.1.4 Importing Incidents –5.0 Data

To import 5.0 incidents, select the Import check box. The Select Fire Dept button will change to Select Incidents. When the user clicks on the Select Incidents button the Import File Selection pop up window will be displayed. The user can navigate through the directory structure to locate the desired incident file created during export. To import the file, highlight the file and click Open, or double click on the desired file. The import process will begin.

Information about the import process will be listed in the dialog box of the Validation Tool upon completion of the import process (diagram 5.1.4.0). The import process validates and imports the data to a database (User's Off-Line database or the National Database, or to a flat file), and the results will be displayed in the Validation Tool dialog box. The results of the validation and import process are documented in files which can be located in the sub directory folder named Out. The user may locate and view these files by clicking on the View File button. Diagram 5.1.4.1 shows the out folder after the import of an Incident file. The user should refer to the files to verify import success.

Diagram 5.1.4.0

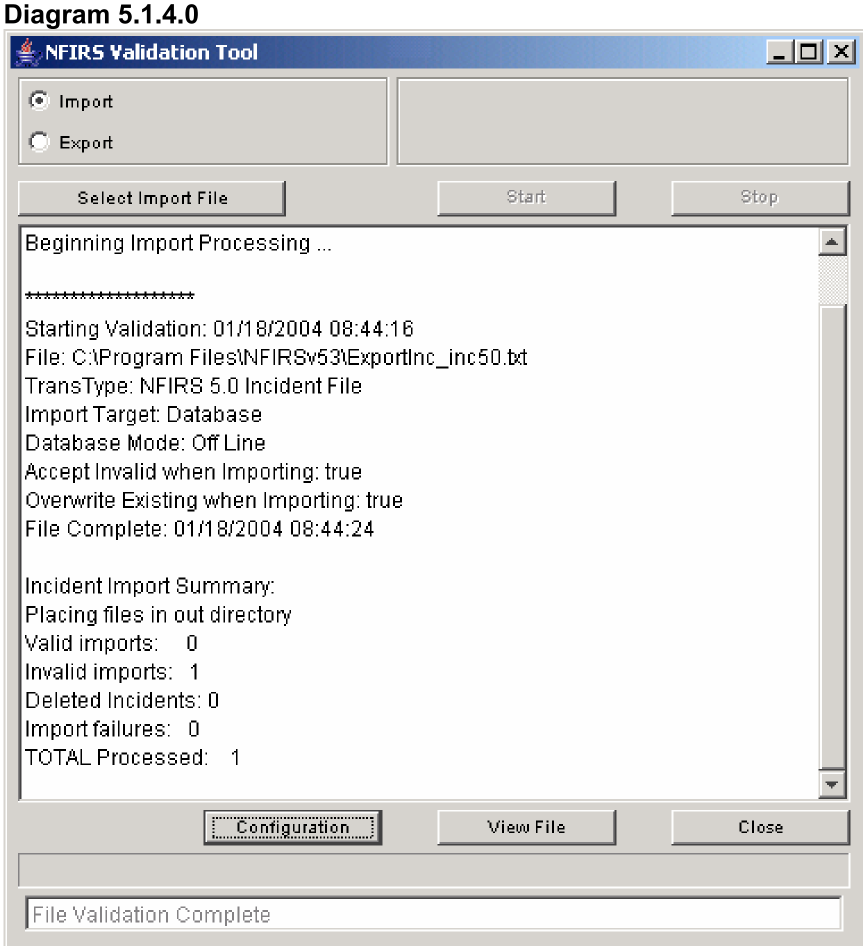
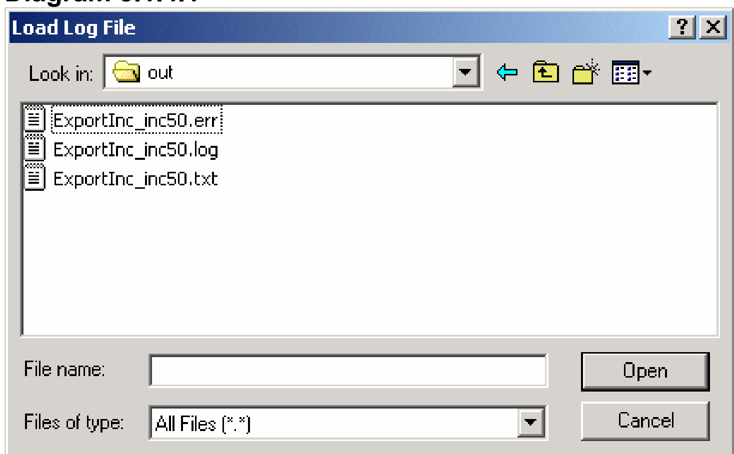


Diagram 5.1.4.1



With the January 2006 Specification cycle, incidents' validation according to Incident Date was implemented in the National database and in the USFA client NFIRS 5.0 software Version 5.4. The previous Version 5.2.3 release included A "Once Valid / Always Valid" handling of incidents such that an overwrite of an incident under the latest version's rules via the Import mechanism will not result in the incident becoming invalid. The .log and .err import log files will note errors specific to incidents under this condition.

The following table outlines the steps to import Incident data.

Importing Incident Data – 5.0 Data:

Step	Action	
1	**Importing Incidents:** Click on Tools…Import/Export Tool.	NFIRS Validation Tool launches.
2	Click on Import check box.	The Select Fire Depts button will change to Select Incidents.
3	In the Import File Selection pop up window, locate the file to import.	
4	Highlight the file to import and then click Open.	The Validation and Import Process begins.

5.1.5 Conversion of 4.1 Master and Transaction Files to NFIRS 5.0 format:

The NFIRS 5.0 Data Entry/Validation Tool provides the user the tools needed to convert 4.1 data to 5.0 format. NFIRS 4.1 data is specifically marked as originating from 4.1 compliant software and is validated against the 4.1 specific rules. The NFIRS Import/Export Tool provides an automatic recognition mechanism to detect the type of file selected for conversion and provides automatic parsing (preparation) for three file types: 5.0 Delimited, 4.1 Master files, and 4.1 Transaction files. The user will follow the same procedure as importing 5.0 data files when converting the 4.1 Master and 4.1 Transaction files into the NFIRS 5.0 format. For import instructions of 5.0 Delimited files, refer to section 5.1.1.

A file selected for conversion must contain all 4.1 Master file records or all 4.1 Transaction records. The selected 4.1 file may contain, however, both Fire Department and Incident data. When the user selects a file for import, the automatic sensing mechanism will be engaged. This mechanism determines the type of file by the number of bytes it contains. A Master file contains 106 bytes per record. If a Master File has already been parsed, it will contain 108 bytes because the state information has been added. A transaction file contains 80 bytes. Only Add Transactions will be parsed and imported. Change and Delete Transactions will not be parsed and imported.

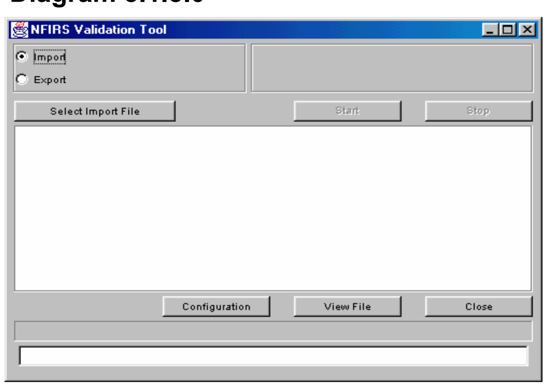
Note: With previous Version 5.2.1, a sort mechanism was added to ensure 4.1 master files in which incidents were not arranged by incident type to be sorted by record type prior to parse and import. If the file is sorted, it replaces the original file. **Users are recommended to save a backup copy of original 4.1 master files.**

The white rectangular box in the lower left corner of the Validation Tool screen will display the status of the parsing and validation process. A summary of the conversion process and the import process will be displayed in the Validation Tool dialog box upon completion of the process. The results of the validation and import process are documented in files that can be located in the sub directory folder named Out. The user may locate and view these files by clicking on the View File button. Diagram 5.1.4.0 shows the out folder after the import of a 5.0 incident file. The user should refer to the files to verify import success.

To import and validate 4.1 data, the Import to Database checkbox must be selected on the User Options Tab in the Configuration Tool. This is the default setting.

To access the Import/Export Tool, in the Data Entry Tool under the Tools menu, select the Import/Export Tool. The NFIRS Validation Tool window will be displayed with Import selected by default (diagram 5.1.5.0)

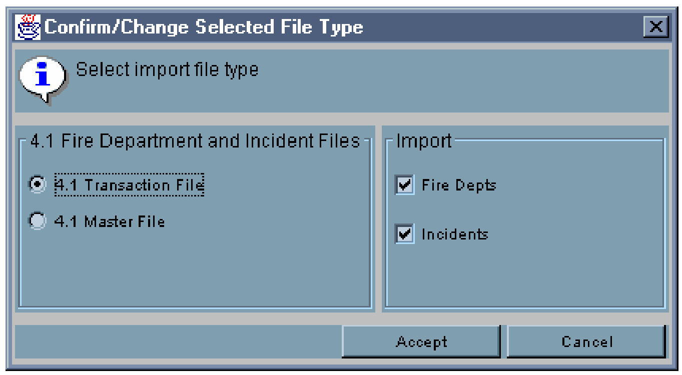
Diagram 5.1.5.0



To begin the conversion process, click on the Select Import File button. The Import File Selection dialog box will be displayed. The user can navigate through the directory to locate the file to import. Highlight the desired file and click on the Open button, or double click on the desired file to begin the parsing and validation process. The sensing mechanism automatically determines the file type by reading the first one hundred records of the file.

The Confirm/Change Selected File Type dialog box will be displayed (diagram 5.1.5.1), in which the user verifies the file type detected by the sensing mechanism. If the file contains different information than shown in the Confirm/Change dialog box, the user may select the appropriate check boxes. **Note:** If the file contains both Incidents and Fire Depts, both boxes must be checked. When the user clicks the Accept button, the parsing and validation process begins. A message may appear briefly in the lower left white message box: Creating Parallel Database Connections..., which changes to the message: Importing File… If the Cancel button is clicked, the user will return to the Validation Tool main view screen.

Diagram 5.1.5.1



In the white rectangular status box at the lower left corner of the Validation Tool, the status of the parsing and validation process will be displayed. During the process the message will read: “Importing file…,” and upon completion the message will read: “File Validation Complete.” The blue status box may completely fill during the process, however, the validation and import may not be complete and the user must wait for the File Validation Complete message before inputting another file or reviewing log files. The Stop button will interrupt the parsing process. If the Stop button is clicked, the user must input the file again. If a message “Exception During Import” displays in the Validation Tool dialog box, the user must refer to the out folder to find the cause of the error (refer to Section Sub Directory “Out”). **Note:** The parsing and validation process time depends on the amount of records the file contains. The user must allow more time for larger files to be processed.

The Validation Tool Dialog Box

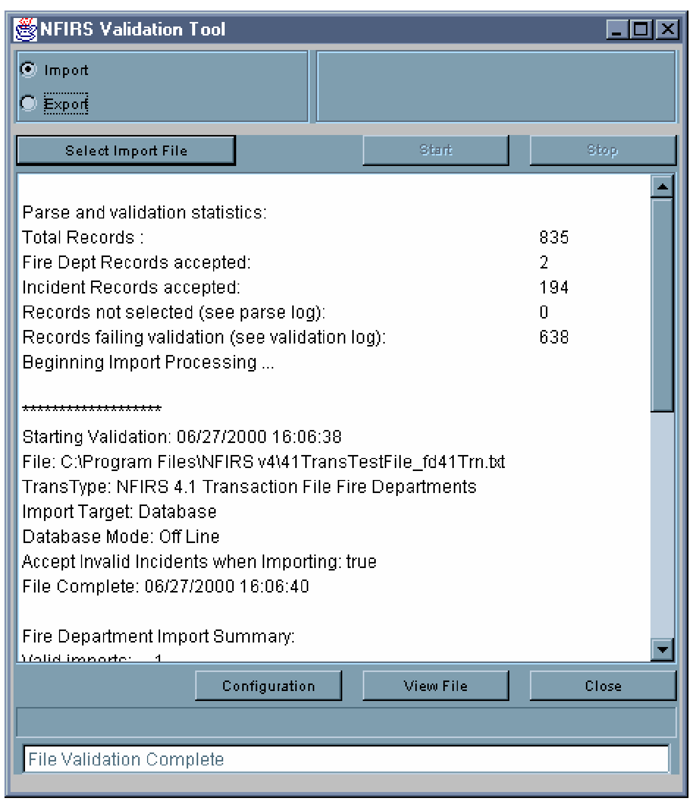
Upon completion of the parse and validation process, the Validation Tool dialog box will provide a summary of the Parse and Validation Statistics in the Validation Tool window. The scroll bar on the right of the Validation window allows the user to view the complete list. Below is an explanation and diagrams of the Parse and Validation Statistics of a sample file that contains fire department and incident information. Refer to the Section Sub-Directory “Out” for a description of the files that are created and placed in the out folder.

The first section in the dialog box shown in Diagram 5.1.5.2 is the parse and validation statistics. These statistics refer to Records Read, Fire Dept and Incident Records Read, etc. **Note:** One record is one row in the data file. For example: in a 4.1 data file, a single Fire Department transaction is comprised of two records.

The second line in the list shows the Total Records read. Line three is the Fire Department Records Accepted. Records not accepted are not processed. Line four is the number of Incident Records Accepted. **Note:** One incident may contain several records. Line five is the total number of Records Not Selected. The user is referred to the Parse log, a separate file created and placed in the out folder. The Parse log provides details of the incidents not accepted, for example: the bad record is followed by a message such as “An incident exists without the associated FD record.” Line six is the total number of Records Failing Validation, and the user is referred to the Validation log, a separate file created and placed in the directory folder. Line seven reports the conclusion of the parsing and validation process and records the start of the import process.

The second list in the Validation window (shown in diagram 5.1.5.2) provides a summary of the incident information contained in the input file after it has been parsed and validated. Line one provides the Total Number of Incidents in the record. Line two is the number of Valid Incidents. Line three is the number Incidents Rejected because of validation errors. Line four is the Total Number of Exposures. Line five is the number of Valid Exposures. Line six is the total number of Exposures Rejected. In the sample file, the rejected exposure most likely was an exposure which had no originating incident.

Diagram 5.1.5.2



The third section of the list provides information at the completion of the import process about the Fire Department records contained in the file (diagram 5.1.5.3). The list begins with the time the input file was set to process. Line two is the location and name of the file. The file name will be appended to include data, information, and file types. The naming convention is:

filename_repaired41_informationtype41_filetype.txt

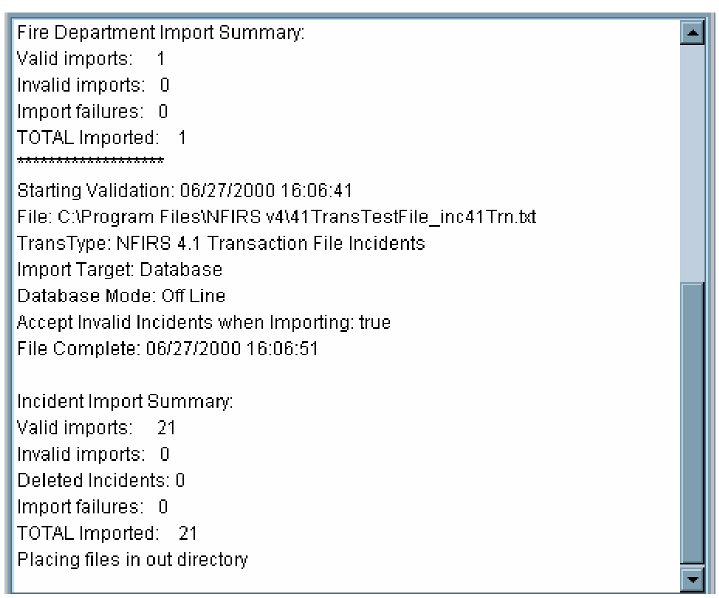
Line three provides the Transaction type (Master or Transaction file) and the information type (Fire Departments or Incidents). Line four states whether the user's Import Target was a Database or a Flat file. Line five states the Database Mode at the time of the process (either On Line or Off Line). Line six states if in the Configuration Tool the Accept Invalid Incidents when Importing box is checked. If line six states True, the check box is checked. If line six states False, the box is not checked.

The last three lines in the third section state closing conditions of the Fire Department records' parsing and validation process. Line seven states the location of the log files created (Placing original file in out directory). Line eight is the time the import process is completed, and line nine states the Total Transactions Processed. In the sample file, the two Fire Department records constitute the information for a single Fire Department, therefore one transaction (one Fire Department) was processed.

The fourth section of the list provides a summary of the records that contain Incident information (diagram 5.1.5.3). The list provides the same information as the Fire Department section, except the processing time for each one hundred records is recorded.
The destination of the location of the log files is noted (Placing original file in out directory). The validation and import completion time is stated.

The last section, Incident Import Summary, states the total number of valid and invalid incidents processed number of deleted incidents, import failures, and a total of successful imports. The destination of the log files is recorded on the last line.

Diagram 5.1.5.3



```
Fire Department Import Summary:
Valid imports:    1
Invalid imports:   0
Import failures:   0
TOTAL Imported:    1
*******************
Starting Validation: 06/27/2000 16:06:41
File: C:\Program Files\NFIRS v4\41TransTestFile_inc41Trn.txt
TransType: NFIRS 4.1 Transaction File Incidents
Import Target: Database
Database Mode: Off Line
Accept Invalid Incidents when Importing: true
File Complete: 06/27/2000 16:06:51

Incident Import Summary:
Valid imports:    21
Invalid imports:   0
Deleted Incidents: 0
Import failures:   0
TOTAL Imported:    21
Placing files in out directory
```

The Sub-Directory Folder "out"

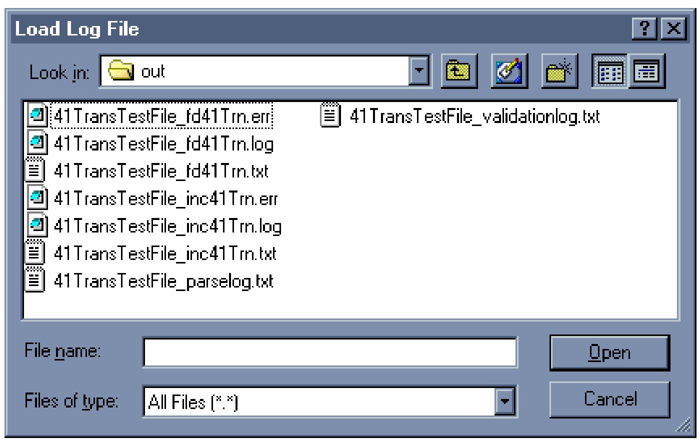
When the user closes the Validation Tool dialog box, the statistics will be cleared from the screen. The statistics and the import file processing information is documented and stored in the "out" sub-directory.

The user should view the files created to check for validation errors and transaction errors (bad data). The files in the out folder have the appended name assigned during the detection and parsing process. The naming convention is:

originalfilename_informationtype41_transactiontype.filetype

To view the files, click the View File button. In the Load Log File pop up window, locate the folder named "out" and double click on it. The out folder contents will be displayed (diagram 5.1.3.4).

Diagram 5.1.3.4



The .err file contains a listing of all the validation errors. If no validation errors are present in the data, the file will have no contents. The .log file contains a reading of the Validation and Import process. The .out file contains a listing of all good transactions. The .bad file will contain the bad transactions. If there are no bad transactions, no .bad file will be created. The parselog.txt contains a summary of the number of records read, accepted, and rejected during the 4.1 parsing process. The validationlog.txt will contain detailed explanation why the transactions did not pass validation and a summary of the parsing statistics.

The user can verify that the 4.1 data was entered into the department by conducting an Open Incident Search for the specific department.

5.2 The System Admin Tool:

From within the System Administration Tool, the Administrator may modify and add users from the Administrators group tier and below. **Note:** Not all users will have access to this tool.

When the user clicks on the System Admin Tool, a pop-up window for the NFIRS 5.0 System Admin Tool will appear. See the System Administration Tool Documentation for additional information. The ability to access the Special Studies, Chemicals, and Codes (for Plus One Codes implementation) interfaces from within the System Admin Tool. System Admin permissions is necessary to access the System Admin Tool, and the Program Admin permission will be necessary to save changes made in interfaces.

5.3 The Client Configuration Tool:

The purpose of this tool is to allow user maintenance for options and settings. From within this Tool, the User specifies On-Line or Off-Line use, whether to run against a local or remote database, select the database type, the file location and type for import/export data, whether data encryption is to be used, and firewall settings (if present). Most users will use the Configuration Tool to verify or change their system's access mode; i.e., from Off-Line mode to On-Line mode and select the database type.

With NFIRS 5.0 Version 5.4, the default mode has been changed to On-line Access.

When the user selects on the Client Configuration Tool, the NFIRS 5.0 Configuration Tool will appear. Refer to the NFIRS 5.0 Configuration Tool Documentation for further information.

5.4 NFIRS Data Cleansing Tool (Off-line only):

Per Users' requests, the capability to run scripts to clean up specific data issues in local databases has been included in the previous USFA Client Software version 5.2.3. These scripts are the same scripts that are run on the National Database prior to generating the public data format to remove invalid values, for example, null identifiers -32xxx), and remove specific known issues such as negative numbers in EMS Module Age fields.

Not all users will need to use the Data Cleansing Tool. Not all scripts may be desired at the state and local level. Prior to using this Tool, contact your State Program Manager or NFIRS Support Center for more information on the optional use of the Off-line Data Cleansing Tool and its scripts.

When a script is run, the data value(s) affected by that script will be changed in the local database. It is not possible to undo or return the original data values(s) to the local database unless the user re-imports the original data file, or uses the back up copy and deletes the database file to which the script(s) were applied.

Prior to opening the Data Cleansing Tool, make a back up of or copy the local NFIRSv54 database. For Access users, the database file is named: NfirsdataV54.mdb (not .ldb). Its default location is: C:\Program Files\NFIRSv53\Database\

The Version 5.4 Data Cleansing Tool includes thirteen scripts to address these specific data values and fields (note: these scripts are the same as previous version 5.3 and 5.2.3):

Script 1: Set NFIRS Version number in 5.0 incidents to 5.0 if 05.00, 0500, 5.00,etc.
Script 2: Clean up unconverted Heat Source codes
Script 3: Fix invalid Mobile Property and Equipment Involved years.
Script 4: Remove Fire Modules from non-fire incidents
Script 5: Clear age field in Wildland Module if age is 1
Script 6: Set property use conversion to 400 when equal to 409
Script 7: Set Not Residential flag based on Property Use
Script 8: Clear invalid civilian injury dates (prior to 12/31/1969)
Script 9: Clear EMS Casualty Age if negative number.
Script 10: Clear large negatives in FD-related fields (less than -999)
Script 11:Clear large negatives in incident-related fields (less than -999)
Script 12 Zero large values in-FD field Number-of-Paid-FFs- (greater than 10000)
Script 13: Populate G1 Resource fields with counts from Apparatus/Personnel Module if Local Forms Used =Yes.

Note: The script to address the G1 resources has a version for a local Oracle database. The local Oracle database script should be selected by users with Oracle, MS SQL Server 97 and MS SQL Server 2000 Users.

The Appendix C lists each of the SQL scripts in detail, including the tables and fields affected in the database when each script is executed.

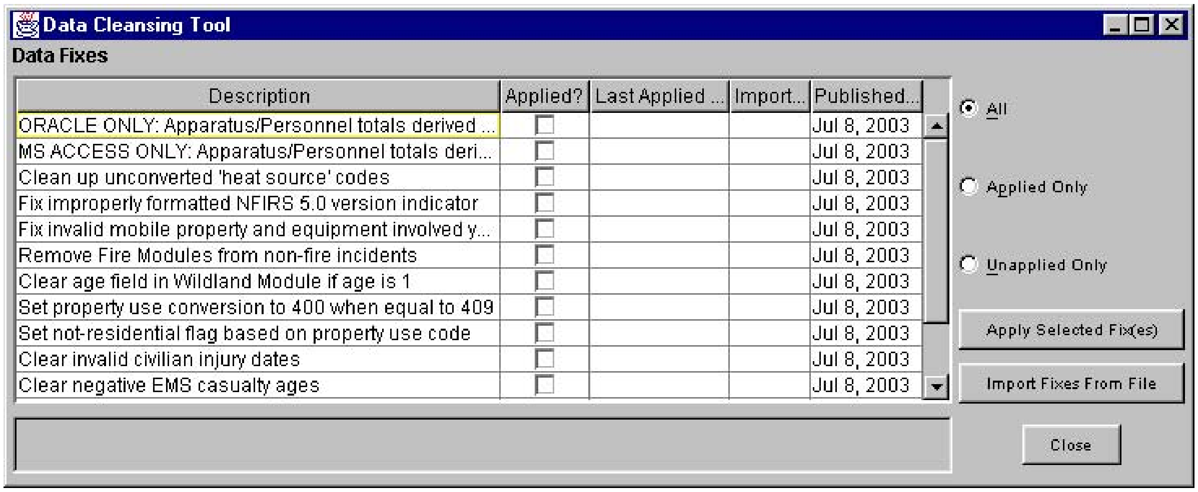
5.4.1 Using the Data Cleansing Tool

The Data Cleansing Tool is available in the Off-line mode only. To access the Data Cleansing Tool, open the Data Entry Tool and from under the Tools menu select Data Cleansing Tool.

Before applying any of the scripts, verify a back up copy of the NFIRS local database has been made.

Diagram 5.4.1.0 shows the data Cleansing Tool scripts available for selection.

Diagram 5.4.1.0



To select a script to run, highlight it. Click the Apply Selected Fix(es) button. The script will be executed. In the message bar at the bottom of the Data Cleansing Tool window, the amount of rows in the database affected by the script execution will be displayed. **Note:** This is not the number of *incidents* affected. The number of rows may not be equal to the number of incidents affected by the script execution. For example, The script for the NFIRS Version check and reset to "5.0" will show a row affected for each occurrence of "5.0" in the INCIDENTKEY table. The G1 Resources script may show no rows affected, even if counts have been derived and populated in the IN_Basic table.

When a script is applied, specific data values in the local database are changed. Exports of data following the execution of a script(s) will contain the changed values. For example, if an incident saved to the local database contained an Age of 1 in the Wildland module, after the script which addresses this issue is executed, that incident will no longer contain an Age value of 1 in the Wildland Module. Refer to Appendix C for details on each script.

When an original data file is imported and Overwrite Existing incidents is specified, the original bad data values will be saved once again to the database.

The Data Cleansing Tool window displays the status of scripts which have been made available to execute against the local database. In the column named: Applied? a check mark designates that the script has been executed on the local database. The Last Applied Date displays the date the script was executed. Note: When working with multiple copies of Off-line databases, for example, a database file for each specific year, The Last Applied Date is not database specific.

Upon subsequent openings of the Data Cleansing Tool, the scripts may be displayed according to the selections: All, Applied only, or Unapplied Only.

Future functionality includes the Import Fixes From File button, which will enable the user to add new scripts to the NFIRS 5.0 application. If additional scripts are created for data maintenance, the NFIR 5.0 user community will be notified by list message. The Imported On date displays the date a new script is imported to the NFIRS 5.0 application. The Published On Date is the approximate date the script was made available to the user community.

Refer to the Appendix C for details on each script.

5.5 The Advanced Menu:

The Advanced Menu (diagram 5.5.0) provides an interface to change passwords, synchronize a local database to the National Fire Incident Reporting System database, and View the logs created by Event Logging (see NFIRS Configuration Tool Documentation).

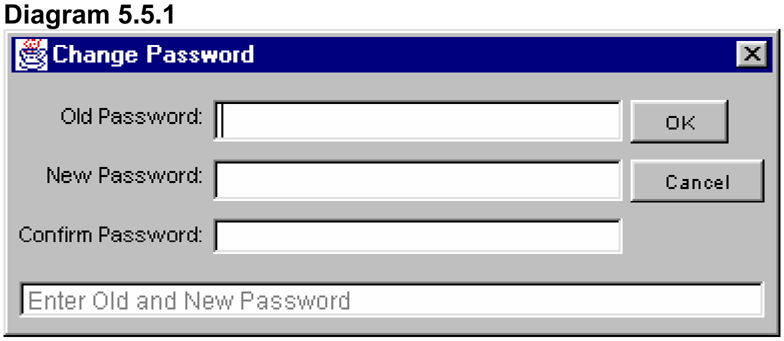
Since the release of previous Version 5.2.1, new passwords must meet the FEMA standard. Users must enter a password consisting of 8 - 15 alpha-numeric characters using this utility.

Diagram 5.5.0

Correct password format must have a minimum of 8 alpha-numeric passwords, and should not be easily guessed or related to the user' personal life or occupation, for example, birth dates, initials, spouse's names, etc.

To change a user password, click on Advanced … Change Password. When the Change Password Dialog box appears, the user must enter the old password, and then enter and confirm a new password (diagram 5.5.1).

Diagram 5.5.1

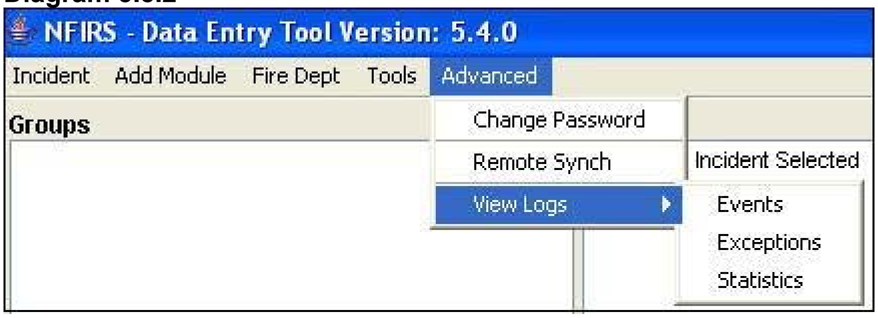


The user may synchronize their user account and FDID information with the National Fire Incident Reporting System database by clicking on Advanced …Remote Synch. **Note**: The user must have an active Internet connection prior to clicking on Remote Synch. This option is unavailable if the user is working in the On-Line mode. The user should perform synchronization to the National

Database on a periodic basis to ensure that all user account and group information is current. Remote Synch does not involve incident data..

The user is given the option to enable different levels of Event Logging in the NFIRS Configuration Tool. To view logs the user must click on Advanced … View Logs, and then click on a type of log – choices include Events, Exceptions and Statistics (diagram 5.5.2).

Diagram 5.5.2



6. Editing Modules

The NFIRS Data Entry/Validation Tool is designed to work in a modular fashion. All data is entered in one or more of the Modules. The modular design allows data entry procedures to be uniform throughout all modules.

There are various types of fields in the Modules, such as pull-down menus and check boxes. This section will discuss each type of field the user will encounter when editing Modules.

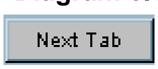
When the cursor is placed in a field and the Tab key is pressed, the cursor or focus will advance the next field.

6.1 Tabs:

At the top of the Modules are Label Tabs. On each Tab is a listing of the Module Sections located at the Tab. In order to navigate through the sections of a Module, the user has the option of clicking on a tab (diagram 6.1.0) or clicking on the Next Tab Push Button (diagram 6.1.1).

Diagram 6.1.0

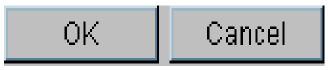
Diagram 6.1.1



6.2 Buttons – OK and Cancel:

Each of the Modules will have an OK and Cancel button (diagram 6.2.0). If the user single clicks on the OK button, data entered will be validated and if validation is successful, saved. Clicking on the Cancel button will discard the entered data and exit the module.

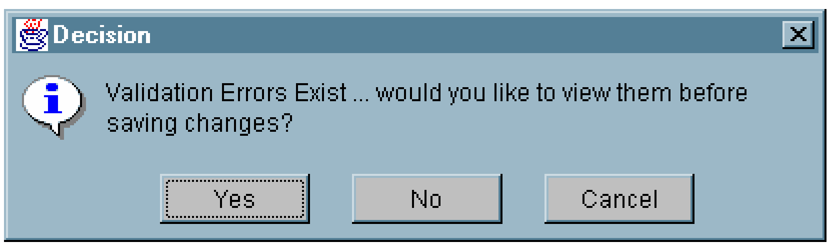
Diagram 6.2.0



6.3 Buttons – Yes No and Cancel:

If validation finds problems with the entered data, the user will be given the opportunity to review and correct validation errors or save the Incident with validation errors (diagram 6.3.0). To review validation errors, click Yes. To save the Incident with validation errors, click No. To cancel the save and return to the previous window, the Cancel button should be clicked. If the Cancel button is clicked, the pop-up window will disappear.

Diagram 6.3.0



6.4 Required and Optional Fields

Each module contains data entry fields. Diagram 6.4.0 shows the first tab of the Basic Module. Data entry in certain fields is required for the incident to pass validation. Required fields will appear as yellow rectangular boxes. Depending upon the modules added, additional fields may be required. If data is not entered in a required field, the omission will be indicated during validation. All other fields are optional. In some instances the required fields may be a free-form text field, such as entering a Street address. In other instances, a field may require a code lookup. Information about whether a field requires a single code or allows multiple codes will be displayed on the status bar on the bottom-left hand side of the screen. Either double clicking on the field or pressing F1 on the keyboard activates the Codes look-up list box (diagram 6.4.1 and diagram 6.4.2).

Diagram 6.4.0

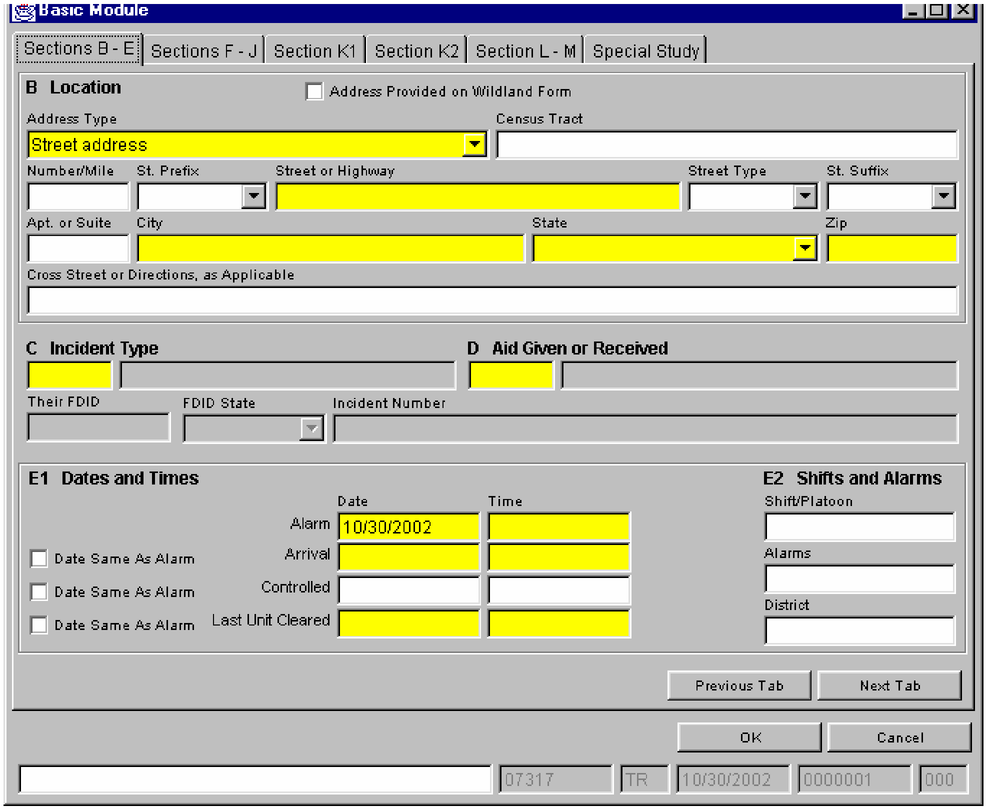


Diagram 6.4.1 shows the Code Lookup box for Incident Type which appears when the user either double clicks in the Incident Type field or presses F1 on the keyboard with the cursor entered in the Incident Type field. Diagram 6.4.2 shows a Multiple Code Selection box for the Actions Taken field of the Basic Module..

Diagram 6.4.1

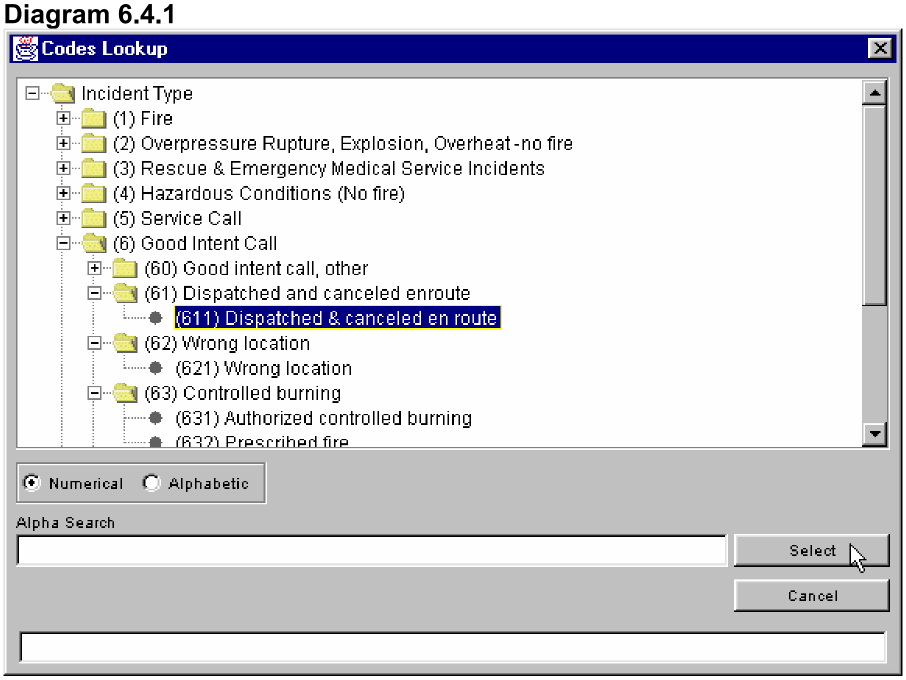
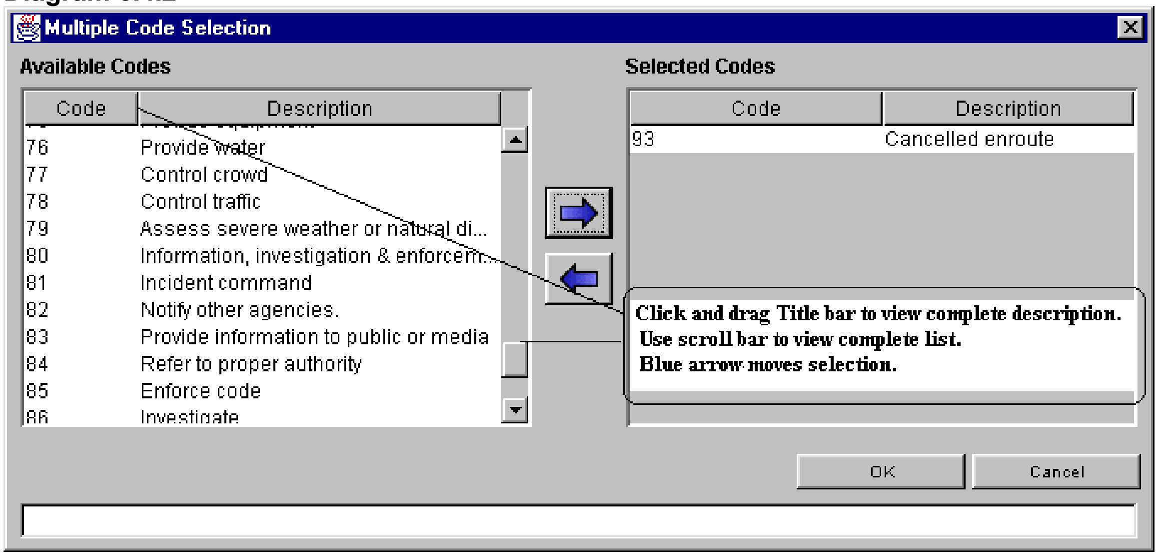


Diagram 6.4.2

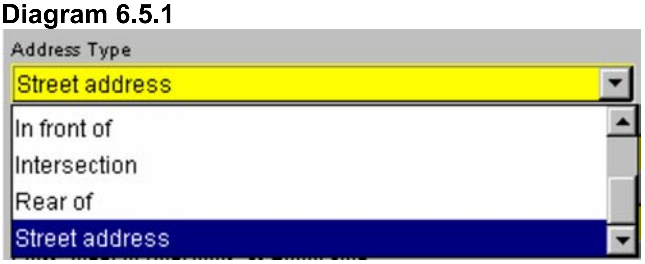


6.5 Pull-down Menus:

A pull-down menu provides the user the opportunity to select from a list of data (diagrams 6.5.0 and 6.5.1). Initially the field with a pull-down menu will appear as a blank rectangle with an arrowhead facing down. Click on the arrow to display selections. Highlight the desired selection and click again to insert the selection into the field.

Diagram 6.5.0

Diagram 6.5.1



Or, the user can click on the field and enter the first letter of the word they wish to input. The first entry in the pull-down list starting with that letter will be input. If the same letter is pressed again, the next word in the pull-down list is input.

As an example, in the State field of the Basic Module, when the letter "V" is pressed, the State of Vermont is selected. When the letter "V" is pressed again, the Virgin Islands is selected. If the user enters "VI" the State of Vermont will be selected for the "V" followed by the State of Idaho for the "I". If the user clicks on the arrowhead, the pull-down menu is displayed. The user must click on a value in order to select it.

Note: In Software Version 5.3, the Street Type code must be selected by using the drop down box and scroll bar or by making a text entry. The Street Type field is no longer a coded field, but was expanded to include U.S. Postal abbreviations.

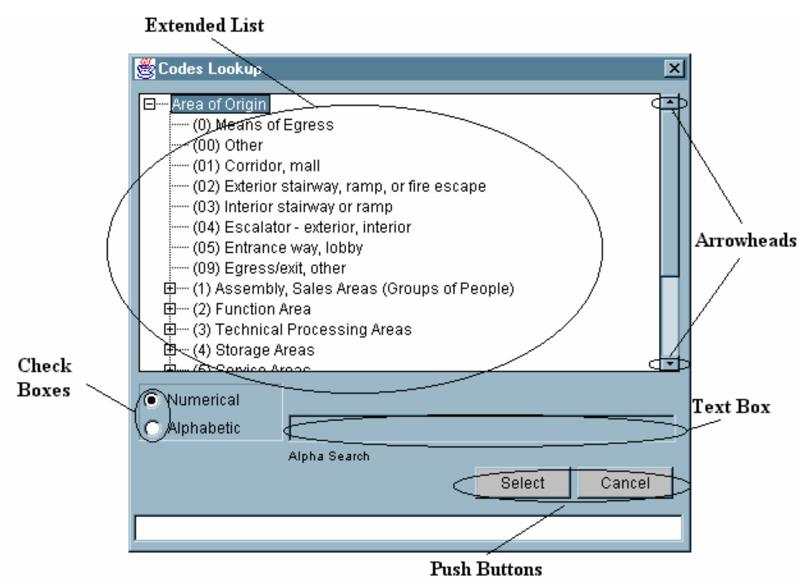
6.6 Free Form Text Boxes:

The fields without pull-down arrows are free form text boxes. The field for Street or Highway is a free form text box – the user is allowed to enter data in a free form format, e.g., Victoria or HCR 51 Box 255.

6.7 Components of the Single Code Look-up List Box

The look-up list box may contain mutually exclusive check boxes in an extended list, which may be navigated by clicking on the up or down arrowhead, push buttons, and text boxes for searching through the extended list (diagram 6.7.0).

Diagram 6.7.0



6.7.1 Extended List:

The extended list is hierarchical in structure. A plus (+) or minus (-) sign next to a heading indicates a branching tree structure is present. If the user clicks on the plus sign, the branch will expand providing a more detailed offering. Once the branch has been extended, the plus sign will change to a minus.

Selecting a plus (+) heading will result in validation errors, as it is not a valid selection. Only lowest members in the hierarchy are valid selections. From the example provided (diagram 6.7.0), "Area of Origin" is a top level heading (+), and is an invalid selection, as is " (1) Assembly of Sales Areas (Groups of People)," however, " (01) Corridor, Mall" is one of the lower extensions of the Area of Origin "branch," and is a valid selection. Clicking on a minus sign will collapse the extension and return the plus branch view.

6.7.2 Check Boxes:

As shown in the preceding diagram, a check box (sometimes referred to as a "radio button" when circular in shape) is a point-and-click data entry tool. The check boxes Numerical and Alphabetic are exclusive: only one can be checked at a time, and if Numerical is checked, the Alpha Search text box is grayed out (rendered inactive).

6.7.3 Arrowheads:

The arrowheads shown in the above diagram are a point and click tool used to scroll the extended list up or down. Clicking in the bar between the arrowheads will cause the extended list to page down, as opposed to scrolling down one line at a time.

6.7.4 Push Buttons:

The Push Buttons shown in the above diagram are also point and click data entry tools. In the Codes Lookup window, clicking on the Select button will select a highlighted code. Note: Selection of codes can also be accomplished by double clicking on a code in the Codes Lookup extended list. Clicking on the Cancel button will cancel the selection of a highlighted code and exit from the Codes Lookup window.

6.7.5 Text Boxes:

In the discussion on Check Boxes reference was made to a Text Box adjacent to the Check Boxes. This Alpha Search text box can speed up the selection of Codes by clicking on Alphabetic and then beginning to type the name of the code. For example, if Alphabetic was clicked, and the user began typing "awning" (note: no quotes should be entered) the code for awning will become highlighted. The more letters that are typed, the more specific the selection becomes. Thus, typing the letter "a" may cause the highlight to be on "(11) Arena" whereas typing "aw" will cause the highlight to jump to the code for "awning."

6.8 Components of the Multiple Code Look-up List Box:

The Multiple Code Look-up List Box (Diagram 6.8.0) contains Available Codes and Selected Codes lists, Code Selection and Deselect push buttons, List Navigation arrowheads, and OK and Cancel pushbuttons. This format is used when more than one code can be captured for a single data element.

6.8.1 Available Codes List:

The Multiple Code Look-up List Box offers the user multiple codes to select from. From the Available Codes List, the user can select codes in one of three ways, as described in the next three subsections.

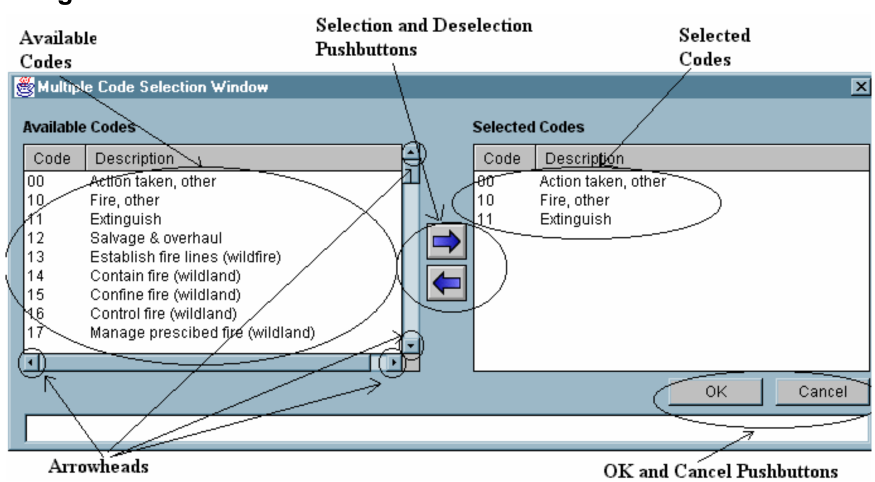
6.8.2 Double Clicking:

The user may select a code by double clicking a code from the selection list. The user may double click on one code after another to select multiple codes. To deselect a code, double click on the code in the Selected Codes window.

6.8.3 Single Clicking with Control Key:

The user may select a code by single clicking, holding the control key and then continuing to single click codes. As each code is single clicked, it will be highlighted. If a code from the list is to be deselected, single click the code again, and the highlight will disappear. When the selections are complete, single click on the code selection arrowhead (diagram 6.8.3.0). To deselect codes, use the same method from the Selected Codes window, or double click on one or more codes in the selected Codes window.

Diagram 6.8.0



6.8.4 Single Clicking with Shift Key:

The user may select multiple codes in sequence by clicking on the first code in the list and while holding the shift key, clicking on another code above or below the code. This action will highlight all codes inclusive above or below the first code clicked. To select, single click on the code selection arrow (pushbutton in the form of an arrow). To deselect codes, use the same method.

6.8.5 Arrowheads:

Scrolling through Available and Selected Codes can be accomplished by single clicking on the pushbutton in the form of an arrow.

6.9 The Special Study Tab (Basic Module)

The Special Study Tab in the Basic Module enables users to enter codes and information that pertain to a special study being conducted at the state or local level. The Special Study Tab is viewable by all users, but a special study must be implemented by a State Program Manager or System Administrator. If a special study has been implemented for the user's department or login level, specific codes and descriptions will be available through the F1 Key Codes Lookup where applicable. The user may select Applicable Studies or All Studies when searching for studies available for reporting. If a Special Study has not been implemented and a user enters data in the Special Study ID or Special Study Value fields, a warning will be listed in the Validations warnings upon saving the incident.

7. Exiting the NFIRS Data Entry/Validation Tool:

Push buttons provide the user the opportunity to Open or Remove one or many Modules prior to exiting the NFIRS Data Entry/Validation Tool, as well as to Save an Incident, or exit the NFIRS Data Entry Tool without saving an Incident (diagram 7.0). **Note:** No data is saved unless the user clicks on the Save push button in the Main View or the Save button on the pop-up window which appears if changes have been made, and the user clicks on the Close push button in the Main View (diagram 7.1). If the user clicks on the No push button (diagram 7.1) the changes made to an Incident will not be saved. If the user clicks on the Cancel push button (diagram 7.1) the pop-up window will exit, and the user will be returned to the Main View.

Diagram 7.0

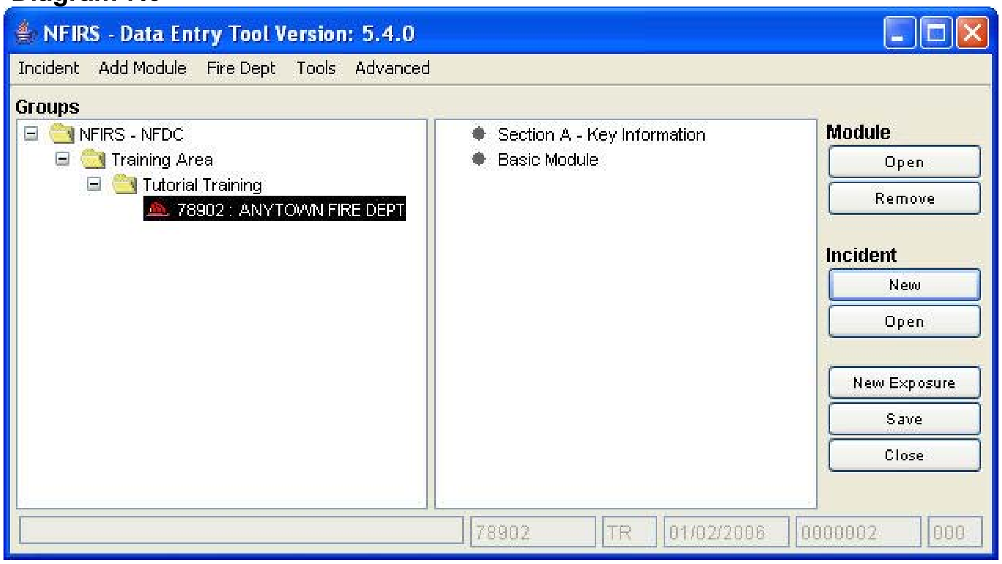
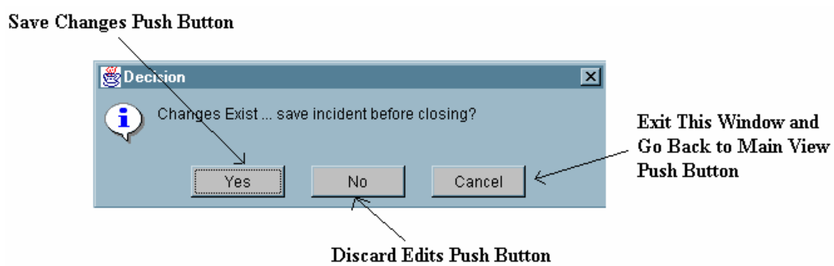


Diagram 7.1



8. The NFIRS Rapid Start-Up Guide

8.1 Introduction to the NFIRS Rapid Start-up Guide

The Rapid Start-Up Guide's purpose is to outline key steps needed to get the User using the National Fire Incident Reporting System as quickly as possible. Only the key points are described below. For details on the Tools described below and other Tools available with the NFIRS 5.0 Data Entry Tool System, refer to the previous sections of this Manual.

For a Tutorial on how to download, install, and begin using the software refer to the Tutorial posted on the NFIRS web site at http://www.nfirs.fema.gov/users/tutorial.shtm. The Tutorial can be downloaded and printed so the user may have a reference guide while in front of the computer.

Users download the NFIRS software from the NFIRS Web Site. Access this site by going to www.nfirs.fema.gov.

8.2 Download and Installation of the NFIRS Software

1. Go to www.nfirs.fema.gov and click on the User Section Homepage, then on the sidebar link: User Login
2. Enter User account info in the Login screen and click on Login.
3. Locate the Download Software link in the sidebar and click on it.
4. On the Download Software page, right click on the FTP link.
5. Save the File to a folder (refer to the Software Version 5.4 Readme.txt file or to the Tutorial for in depth instruction and screen shots on choosing the destination folder). Download of the file will begin.
6. When the download is complete, locate the file you saved to the folder. (See Step 5)
7. Close all programs and double click the executable file to install.

8.3 Starting the Data Entry Tool: User Injection Process

Microsoft Access 97 Users

1. In the Configuration Tool on the Advanced Tab, verify the Off-line Access box is checked.
2. Start the Data Entry Tool by going to Start…Programs…NFIRSv54…Data Entry Tool.
3. The Off-Line Login Screen will be displayed. Click the OK button. (Leave the fields for Username, State or Password blank.)

4. This will begin the User Injection Process.

5. The User will be prompted: Would you like to inject a User from the On-Line Database? Click Yes.

6. The NFIRS Login Screen for On-Line use will display. (You need to have a connection to the Internet.) Enter your Username, State and Password.

7. User Injection will begin.

When User Injection has completed, the User is ready to work Off-Line.

8.4 Starting the Data Entry Tool: Database Setup and User Injection

Microsoft Access 2000 and Access 2002 Users

1. After successful installation, locate the NFIRSv54 root directory.

2. Double click on the Nfirsdatav54.mdb file to open it.

3. Select the Convert Database option.

4. In the "Convert Database Into" save in field, specify the NFIRSv54 Database folder.

5. Accept the default name for the database (default name: db1.mbd). This name will be changed later. Click Save.

6. When complete, close the database and the Access 2000 (or 2002) program.

7. Rename the original NfirsdataV54.mdb (suggestion: origNfirsdataV54.mdb).

8. Rename the new database NfirsdataV54.mdb If file extensions are hidden on the PC, rename the database: NfirsdataV54

The database has been converted. The user must now select the Database Type.

9. Open the Configuration Tool.
10. Verify the Off-line Access Check box is checked.

11. In the Database Type drop down box, select Access 2000 (or Access 2002).

12. Click Save and exit the Configuration Tool. Proceed with initial User Injection.

13. Open the Data Entry Tool.

14. Leave the Off-line login screen blank and click OK.

15. Click YES to "Would you like to inject a user from the On-line database?"

16. Connect to the Internet (if automatic dial up does not occur).

17. Login to the On-line database.

18. Create a password for the Off-line database, if desired, or enter On-Line password.

19. When the User Injection/Remote Synch is complete, a message will display: "Your Internet connection is no longer required."

8.4 Starting the Data Entry Tool (Off-Line Mode)

1. Open the Configuration Tool by going to Start…Programs…NFIRSv54…Configuration Tool.

2. Click on Advanced Tab.

3. Check the box to specify Off-Line Access.

4. Click Save…OK…Exit Configuration Tool.

5. Start the Data Entry Tool by going to Start…Programs…NFIRSv54…Data Entry Tool.

6. The NFIRS Off-line Login screen will displayed . Enter Username, State and Password. Click OK

7. The Main Screen View of the Data Entry Tool will be displayed.

8.5 Starting the NFIRS Data Entry Tool (On-Line Mode)

1. Establish a connection to the Internet.

2. Start the Data Entry Tool by going to Start…Programs…NFIRSv54…Data Entry Tool.

3. The NFIRS Login screen for On-Line will display. Enter Username, State and Password. Click OK.

4. Once the connection is complete, the Main Screen View will appear. The User will see at top of screen: NFIRS – Data Entry Tool Version: 5.4.x

8.6 Begin Using the Data Entry Tool

Fire Department – Personnel/Apparatus

1. Under Groups locate and highlight your department's name. Click on FDID and Department Name to highlight your department's name.

2. Click on Fire Dept Tab from the Menu Bar and click on Open Fire Department.

3. Three label tabs appear. Enter Department information. Use the Tab key to navigate Personnel and Apparatus label tabs, entering information as necessary.

4. Click OK.

5. The Department information will be saved.

8.7 New Incident

1. Click on the Incident tab on the menu bar and click on New Incident.

2. The Incident Key Window will be displayed.

3. Enter Incident Information.

4. Click Ok.

5. Double click on Basic Module, or single click to highlight and click on the Incident Short-cut push button Open under Module. The Basic Form will open.

6. The User can now begin entering the incident information.

7. Click on Save to save incident.

8.8 Save An Incident

1. After entering incident information, pull down the Incident Menu.

2. Click on Save Incident.

8.9 Open An Incident

1. Click on the Incident Tab and click on Open Incident.

2. Click Search to display incident(s).

3. Highlight Incident…Click Open.

8.10 To Generate a Forms Based Incident Report (Local Report)

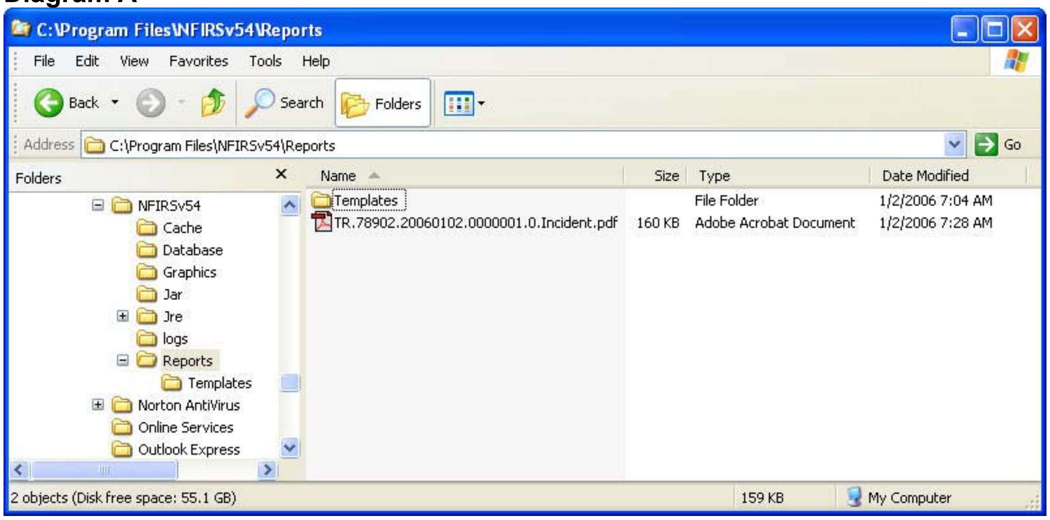
Adobe Acrobat Reader Required

1. Open an incident.

2. Click on Incident on Menu Bar…click on Generate Report.

3. Click OK to the Report Generated Successfully prompt.
4. To retrieve and print the report, open Windows Explorer.
5. Locate the folder where report was saved (default: \NFIRSv54\Reports\).
6. Open the folder where the report was saved.
7. Locate the pdf file created when generating the reports (diagram A).
8. Double click on the form to be printed. This will open Acrobat Reader if it is not already open.
9. In Acrobat Reader from the File tab on the Menu bar, click on print.
10. Repeat for each of the pdf files for the incident.

Diagram A



Note: The first time a report is generated, the user may be prompted to "Locate the Acrobat Reader Executable." Click OK. Locate the Adobe Acrobat Program folder and double click on it to open. Locate the Reader folder and double click on it to open. Locate acrord32.exe (or Acrobat.exe) and double click on it to open.

8.11 Export Incidents

1. Click on Tools from Menu Bar.
2. Click on Import/Export.
3. Click on Export.
4. Click on Select Incidents.
5. Click on Search.

6. Select the Incidents to be exported.
7. Click on Export.
8. Name the file the data is saved to and its location.
9. Click Save.
10. Click on Close when Export is complete.

8.12 Import Incidents

1. Click in Tools from the Menu Bar.
2. Click on Import/Export Tool
3. Select Import.
4. Click on Select Import File button.
5. Locate and select file for Import.
6. Click Open.
7. Click on Close when Import is complete.

8.13 Exit NFIRS

1. Click on Incident on the Menu Bar.
2. Click on Exit NFIRS.
3. Click on Yes.

8.14 Troubleshooting

The following table outlines the most common questions from NFIRS 5.0 users during initial start-up. Additional frequently asked questions are addressed on the NFIRS FAQs page, http://www.nfirs.fema.gov/users/usersfaq.shtm.

Question	Response	Action
How do I find the version number of the Access program?	Open the program to see if Access 97 is displayed.	Verify by going to the Access Help menu and clicking on About (Access) to locate the program and version information.
What do I do if my screens do not display?	Check Display Configuration. 800x600 Pixel display is necessary.	Go to Start…Settings…Control Panel…Double click on Display…Click on Settings Tab. Desktop area needs to set at 800x600 Pixels.
…if the installation will not complete?	Check disk space. 55 MB is minimum.	Go to Start…Windows Explorer. Click once on the C Drive…then right click for drop down menu. Click on Properties. Free disk space and Used disk space will be displayed.
I get a message during Access Database setup selection that says "There is a mismatch between , Data Source, Database and Drivers."	Verify you selected the correct Database Type for the database program on the PC. Or, verify the database has been converted.	Locate the database in the NFIRSv54 root directory and double click on it to open. Convert the database, saving it to the Nfirsv54 Database folder and renaming it NfirsdataV54.mdb. If your PC does not show file extensions: name it: NfirsdataV54
…if I am unable to login?	Verify the software version: it must be NFIRS 5.0 Version 5.4 for On-Line use.	Verify on the Start …Programs selection menu the version number of the NFIRS program.
…if I am still unable to login?	Check to see if you are logging in On-Line or Off-Line. There are two ways to check.	(1.) Check when you start the Data Entry Tool if the Login screen says NFIRS Login (On-Line) or Login (Off-Line); or (2). Go to Start…Programs…NFIRSv54…Configuration Tool…Click on Advanced Tab. Look to see if On-Line or Off-Line access box is checked.
How do I change from Off-Line to On-Line?	Use the Configuration Tool to change access settings.	Open the Configuration Tool and click on the Advanced Tab. Check the box for On-Line access. Click Save...OK...Exit. Refer to Configuration Tool User's Guide for more information.
I am trying to Login Off-Line. Why do I get a message that says, " User not found-Please	User Injection into your Off-Line database has not been completed.	Start Data Entry Tool. When you see the Login Screen for Off-Line, click OK leaving the fields blank. You will then be prompted: Would you like to Inject a

re-enter?"		User from the On-Line database? Click OK. The On-Line Login screen will display. Enter your User-name, State, and Password. A prompt to change your password appears. You may enter the same password as you use for On-Line login. A message displays when User Injection process is complete.
When I enter the Data Entry Tool, my FDID Number is correct but it says "FDID not Found."	The name of your department has not been entered in the system.	Highlight the Dept. number and FDID Not Found. Click on Fire Dept from the Menu bar. Click on New Department. Here you will enter the Fire Department's name and information. Click OK and the department information will be saved and the department name will be displayed.

9. Appendix

9.A Scripts and Table Information for Data Cleansing Tool

The following information is provided to assist State Program Managers and users who wish to apply SQL scripts to their local database to address codes and values issues identified by users and the USFA during data review and analysis.

These scripts are applied to the data extract from the National database to be used in the public data format. Per users' requests, these scripts have been made available for users to apply to their local database.

The actions of the scripts are not reversible. Users are asked to review each script prior to execution. Making a backup copy of the local database is recommended. Once a script is applied, the change can be reversed.

Data Fix 1: Set NFIRS Version number in 5.0 incidents if 05.00, 0500, 5.00,etc.

The SQL statement associated with this script replaces incorrectly formatted values indicating the incident version number (e.g., '05.00', '0500', '5.00', etc.) with the string '5.0'. Versions 4.1 incidents are excluded.

In INCIDENTKEY table where IN_NFIRSVERSION does not equal 5.0, update it to 5.0.

Note: when this script is run locally, the Data Cleansing Tool rows affected will not reflect the number of values that needed to be reset, but the number of "5.0" occurrences plus the number of variations of "5.0."

Data Fix 2: Clear X from unconverted Heat Source codes

This script addresses the Heat Source codes in the 7, 8, and 9 series that were not completely converted. In the IN_FIRE table, these codes in the 70, 80, and 90 series values have "X" in front of them.

Table Name	Column Name	Affecting Values
IN_FIRE	IN_HeatSource	X70
IN_FIRE	IN_ HeatSource	X71
IN_FIRE	IN_ HeatSource	X72
IN_FIRE	IN_ HeatSource	X73
IN_FIRE	IN_ HeatSource	X74
IN_FIRE	IN_ HeatSource	X80
IN_FIRE	IN_ HeatSource	X81
IN_FIRE	IN_ HeatSource	X82
IN_FIRE	IN_ HeatSource	X83
IN_FIRE	IN_ HeatSource	X84
IN_FIRE	IN_ HeatSource	X97

Data Fix 3: Clear large negatives in incident-related fields

The SQL statements associated with this data fix set the values found within specific columns in tables used to record incident data to null if they fall outside of valid ranges. The columns and the criteria for setting those column values to null are captured in the following table:

Table Name	Column Name	Affecting Values
IN_BASIC	IN_ApparSupp	less than -999
IN_BASIC	IN_ApparEMS	less than -999
IN_BASIC	IN_ApparOther	less than -999
IN_BASIC	IN_PersSupp	less than -999
IN_BASIC	IN_PersEMS	less than -999
IN_BASIC	IN_PersOther	less than -999
IN_BASIC	IN_LossProperty	less than -999
IN_BASIC	IN_LossOther	less than -999
IN_BASIC	IN_ValueProperty	less than -999
IN_BASIC	IN_ValueOther	less than -999
IN_BASIC	IN_FatalFS	less than -999
IN_BASIC	IN_FatalOther	less than -999
IN_BASIC	IN_NonfatalFS	less than -999
IN_BASIC	IN_NonfatalOther	less than -999
IN_BASIC	IN_LossTotal	less than -999
MOBILE_PROP	MP_Year	less than -999
IN_FIRE	FR_NumResidential	less than -999
IN_FIRE	FR_NumBuildings	less than -999
IN_FIRE	FR_AcresBurned	less than -999
IN_FIRE	FR_AgeOfPerson	less than -999
EQUIP_INVOLVED	EQ_Year	less than -999
CAS_CIVILIAN	CC_Age	less than -999
CAS_CIVILIAN	CC_FloorAtStart	less than -999
CAS_CIVILIAN	CC_FloorAtInjured	less than -999
CAS_FIRESERVICE	FS_Age	less than -999
CAS_FIRESERVICE	FS_StoriesFromGrade	less than -999
CAS_FIRESERVICE	FS_Responses	less than -999
FIRE_LATLONG	FRW_Latitude	less than -999
FIRE_LATLONG	FRW_Longitude	less than -999
FIRE_ALTADDR	FRW_Township	less than -999
FIRE_ALTADDR	FRW_Range	less than -999
FIRE_WILDLAND	FRW_NumBuildings	less than -999
FIRE_WILDLAND	FRW_NumThreatened	less than -999
FIRE_WILDLAND	FRW_TotalAcres	less than -999
FIRE_WILDLAND	FRW_Age	less than -999
FIRE_WILDLAND	FRW_RowFeet	less than -999
FIRE_WILDLAND	FRW_NumBuildings	less than -999
FIRE_WILDLAND	FRW_NumThreatened	less than -999
FIRE_WILDLAND	FRW_TotalAcres	less than -999

Table Name	Column Name	Affecting Values
FIRE_WILDLAND	FRW_Age	less than -999
FIRE_WILDLAND	FRW_RowFeet	less than -999
FIRE_WEATHER	FRW_WindSpeed	less than -999
FIRE_WEATHER	FRW_AirTemp	less than -999
FIRE_WEATHER	FRW_RelativeHumidity	less than -999
FIRE_WEATHER	FRW_FuelMoisture	less than -999
FIRE_PROPERTYMGMT	FRW_Undetermined	less than -999
FIRE_PROPERTYMGMT	FRW_TaxPaying	less than -999
FIRE_PROPERTYMGMT	FRW_NonTaxPaying	less than -999
FIRE_PROPERTYMGMT	FRW_City	less than -999
FIRE_PROPERTYMGMT	FRW_County	less than -999
FIRE_PROPERTYMGMT	FRW_State	less than -999
FIRE_PROPERTYMGMT	FRW_Federal	less than -999
FIRE_PROPERTYMGMT	FRW_Foreign	less than -999
FIRE_PROPERTYMGMT	FRW_Military	less than -999
FIRE_PROPERTYMGMT	FRW_Other	less than -999
IN_HMCHEMICAL	HM_ContainerCapacity	less than -999
IN_HMCHEMICAL	HM_Released	less than -999
IN_ARSONJUVENILE	AR_Age	less than -999

Data Fix 4: Clear large negatives in FD-related fields

The SQL statements associated with this data fix set the values found within specific columns in the FD_HEADER table to null if they fall outside of valid ranges. The columns and the criteria for setting those column values to null are captured in the following table:

Table Name	Column Name	Affecting Values
FD_HEADER	FD_NumStations	less than -999
FD_HEADER	FD_NumVolFF	less than -999
FD_HEADER	FD_NumVolFFPPC	less than -999
FD_HEADER	FD_PopProtect	less than -999
FD_HEADER	FD_SquareMiles	less than -999

Data Fix 5: Zero large values in Number-of-Paid-FFs-in-FD field

The SQL statement associated with this fix sets values in table FD_HEADER's column FD_NumPaidFF to 0 if found to be greater than 10,000.

Data Fix 6: Clear negative EMS casualty ages

The SQL statement associated with this fix sets values in table CAS_EMS's column EMS_Age to null if found to be negative.

Data Fix 7: Clear invalid civilian injury dates

The SQL statement associated with this fix sets date values in table CAS_CIVILIAN's column CC_InjuryDate to null if found to be before Jan 1, 1970.

Data Fix 8: Set non-residential flag based on Property Use

This data fix consists of two SQL statements that set the IN_FIRE table's FR_NotResidential field for incidents that generated were by NFIRS version 4.1 based on the value found in the same incident's IN_BASIC_PropertyUse field if the FR_NotResidential value is not already correct.

Statement 1
If incident data meets the criteria (all rows are linked by IncidentID):

Table Name	Column Name	Criteria
IN_BASIC	IN_PropertyUse	Starts w/ '4'
IN_FIRE	FR_NotResidential	Is not already equal to 'N'
INCIDENTKEY	IN_NFIRSVersion	Equals '4.1'

Then its value in IN_FIRE table's FR_NotResidential is set to 'N'.

Statement 2
If incident data meets the criteria (all rows are linked by IncidentID):

Table Name	Column Name	Criteria
IN_BASIC	FR_PropertyUse	Does not start w/ '4'
IN_FIRE	FR_NotResidential	Is not already equal to 'Y'
INCIDENTKEY	IN_NFIRSVersion	Equals '4.1'

Then its value in IN_FIRE.FR_NotResidential is set to 'Y'.

Data Fix 9: Set Property Use conversion to 400 when equal to 409

The SQL statement associated with this fix sets the values in table IN_BASIC's column IN_PropertyUse to '400' if found to be equal to '409'.

Data Fix 10: Clear age field in Wildland Module if age is 1

The SQL statement associated with this fix sets the values in table FIRE_WILDLAND's column FRW_Age to an empty string ('') if found to be equal to the number 1.

Data Fix 11: Remove Fire Modules from non-fire incidents

This data fix consists of three SQL statements each of which removes a specific kind of fire module if the module's associated incident is of type greater than 173. The effects of each statement follow:

Statement 1
If an incident has a row in IN_FIRE and the incident's value in IN_BASIC.IN_Type is greater than '173' then delete its row in IN_FIRE.

Statement 2
If an incident has a row in FIRE_STRUCTURE and the incident's value in IN_BASIC.IN_Type is greater than '173' then delete its row in FIRE_STRUCTURE.

Statement 3
If an incident has a row in FIRE_WILDLAND and the incident's value in IN_BASIC.IN_Type is greater than '173' then delete its row in FIRE_WILDLAND.

Data Fix 12: Fix invalid Mobile Property and Equipment Involved Years.

This data fix consists of two SQL statements that fix Y2K bugs in NFIRS data where an entry that was meant to represent 2000 ended up being saved as 1900. The first statement sets the value MOBIL_PROP.MP_Year to 2000 if found to be 1900. The second statement does the same for EQUIP_INVOLVED.EQ_Year.

Data Fix 13: Populate Basic's G1 Resource fields with counts from Apparatus/Personnel Module where Local Forms Used is true.

This data fix addresses incidents in which the Local Forms Used flag is specified (Y for Yes, or true condition). The script consists of SQL statements which for those incidents calculate and ultimately populate the Basic Resource totals fields. Apparatus records are categorized according to the Use code in the apparatus record, and the sum of each apparatus category will be inserted into the corresponding Resources Apparatus fields (Suppression, EMS, Other). Personnel records associated with apparatus records by sequence number (IN_Seq) will be totaled, and the total will be populated into the respective Basic Resource personnel fields. When no personnel records are found associated with an apparatus, the number from the Apparatus Module's Ap_NumPeople Number of People field is used.

All Rows are linked by Incident ID:

Statement 1
If incident data meets the criteria where the IN_ResourceFormUsed =Y, then its Apparatus records are assigned according to the value in the IN_APPARATUS table in the AP_USE column to one of the following categories: Apparatus Suppression (AP_Use =1), Apparatus EMS (AP_Use =2), Apparatus Other (AP_Use =0).

Statement 2
The sum of each apparatus category will be inserted into the corresponding IN_Basic Resource Apparatus field: IN_ApparSupp, IN_ApparEMS, IN_ApparOther

Statement 3
Where a Personnel record is associated to an Apparatus record by the value in IN_APPARATUS table's IN_Seq value, add 1 to the count for total of personnel for the respective Resource field (IN_PersSupp, IN_PerEMS, IN_PerOther) in the IN_BASIC table.

Statement 4
Where no Personnel records are associated to an Apparatus record by the value in IN_AP table's IN_Seq value, add the value found in the IN_APPARATUS table's IN_NumPeople field to the respective Resource field (IN_PersSupp, IN_PerEMS, IN_PerOther) for Suppression, Personnel EMS, Other) in the IN_BASIC table.

9B. Keyboard Shortcuts

Select from Menu Bar:

ALT – Highlights Menu Bar

F10 – Highlights Menu Bar

Down Arrow – Drops menu down

Up Arrow – Scrolls up menu

Left/Right Arrow Keys – Move cursor Right and Left

Open Incident:

Enter – Opens Search Window

Multiple Code Look Up – F1 to bring up list of codes

Arrow down codes - Shift/Arrow up/down selects multiple codes

Enter - Adds selected codes

Drop Down Lists:

F4 – drops down list

End – brings user to bottom of list

Home – Brings User to top of list

Page Down – Scrolls down sections of drop down list by section

Page Up – Scrolls up sections of drop down list by section

Multiple Code Look-Up:

Arrow Down – Scrolls Down List of Codes

Right Arrow – Opens Hierarchy on level

Arrow Up – Scrolls up Hierarchy

Miscellaneous:

Shift/Tab – Backspace

Space bar to select and de-select Check Boxes

Esc – replaces previous deleted text

Arrow down to choose template

Space Bar – Selects Push Buttons

10. INDEX

R

S

T

U

V